BSBOPS506X Plan for organisational disruption

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the Business Services Training Package Version 8.0. Newly created unit.

Application

This unit describes the skills and knowledge required to contribute to the operations of an organisation or work area in the face of disruptive events by planning for real or potential disruptions. It includes conducting an organisational risk assessment, assessing real or potential threats, and developing a business response plan.

The unit covers planning responses to an 'organisational disruption' characterised as a significant disturbance to the operations of an organisation or work area caused by a 'disruptive event'. Disruptive events may be internal or external to the organisation and may or may not be foreseeable. These events impact on a range of industries and settings and include public health risks (such as epidemics and pandemics), natural disasters (such as floods and bushfires), public inquiries and litigation.

The unit applies to individuals who work in positions of authority who are approved to implement changes across a division, business area, program area or project area of an organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Competence - Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess organisational risk and vulnerability	1.1 Identify foreseeable and unforeseeable threats and causes of organisational disruption

	1.2 Assess organisation's market position and assess competitive landscape
	1.3 Identify resources required to support organisation during disruptive events according to organisational policies and procedures
	1.4 Assess alternative resources that could be used to support organisation during disruptive events
	1.5 Assess organisational risk mitigation strategies suited to causes of organisational disruption
2. Evaluate likelihood of organisational disruption	2.1 Interview key stakeholders regarding organisational future threats and document findings according to organisational policies and procedures
	2.2 Use secondary research methods to gather data on potential future threats
	2.3 Assess likelihood of future threats based on primary and secondary information gathered
	2.4 Analyse and identify potential internal and external sources of disruption to the organisation's priorities, operations and environment
3. Analyse and document business opportunities that may come from disruptive event	3.1 Collect and document data on previous impacts of disruptive events on organisations and analyse organisational functional performance
	3.2 Perform a competitor analysis and determine business growth opportunities
	3.3 Consult with key stakeholders on potential opportunities within organisation
	3.4 Assess available resources to pursue business opportunities
	3.5 Document potential business opportunities from disruptive events according to organisational policies and procedures
4. Develop business response plan for disruptive events	4.1 Evaluate current scale and success of business performance indicators
	4.2 Research different organisational methods to respond to disruptive events
	4.3 Determine appropriate organisational responses to disruption and relevant risk mitigation strategies, accounting for associated regulatory and work health and safety (WHS) requirements
	4.4 Develop a draft response based on findings
	4.5 Distribute plan for stakeholder review
	4.6 Update and finalise plan based on stakeholder feedback
	4.7 Communicate plan to required personnel and store according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral communication	• Asks questions and participates in discussions using listening and questioning to elicit views of others and to clarify and confirm understanding • Presents information and opinions using language and non-verbal features appropriate to audience
Reading	• Identifies, analyses and evaluates a range of textual information to determine goals and objectives, options, opportunities and risks of disruptive events
Writing	• Creates texts using formats and language appropriate to audience and context
Teamwork	• Collaborates with different teams across organisation • Plays a lead role in situations requiring effective collaboration, demonstrating high level conflict-resolution skills and ability to engage and motivate others
Initiative and enterprise	• Assesses opportunities to improve organisational policies and procedures to better support operations when faced with disruptive events
Planning and organising	• Systematically gathers and analyses required information and evaluates options in order to plan for organisational disruption • Monitors and actively supports processes to ensure minimal disruption to organisation when experiencing disruptive event • Plans for unexpected outcomes and implements creative responses to overcome challenges
Problem solving	• Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking
Technology	• Uses digital applications to access, extract, organise, integrate and share relevant information

Unit Mapping Information

No equivalent unit. Newly created unit.

Links

Companion Volume Implementation Guide is found on VETNet - -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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