



Australian Government

Assessment Requirements for BSBSTR503 Develop organisational policy

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, revise and promote at least one policy.

In the course of the above, the candidate must:

- plan, develop and implement policy using iterative and consultative processes with input from representative stakeholders
- analyse internal and external factors
- consult with stakeholders to identify needs for policy review and policy development
- develop analytical framework
- ensure style and format requirements for organisational policy documentation is followed
- promote policy.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- policy development processes and practices
- risk management processes
- existing policies and improvements needs and opportunities
- stakeholder and issues management strategies
- quality assurance, monitoring and evaluation mechanisms
- operation of policy cycles
- legislative and regulatory context required to develop organisation policies
- organisational channels to promote policy
- key components of policy, including:
 - different policy options
 - implementation plan that details:

- responsibilities for implementation
- strategies for transition, change management, initial and ongoing training and policy maintenance mechanisms for monitoring compliance with the policy, quality assurance and evaluation of the policy.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to performance evidence
- relevant organisational policies and procedures
- relevant legislation and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>