



Australian Government

Department of Education, Employment and Workplace Relations

BSBADM405B Organise meetings

Revision Number: 1

BSBADM405B Organise meetings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals employed in a range of work environments who organise a variety of meetings. They may provide administrative support within an enterprise, or have responsibility for these tasks in the context of a particular team, workgroup or project.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Make meeting arrangements	<ul style="list-style-type: none">1.1. Identify <i>type of meeting</i> and its purpose1.2. Identify and comply with any <i>legal or ethical requirements</i>1.3. Identify <i>requirements of meeting</i> and participants1.4. Make meeting <i>arrangements</i> in accordance with requirements of meeting1.5. Advise participants of meeting details
2. Prepare documentation for meetings	<ul style="list-style-type: none">2.1. Prepare notice of meeting, <i>agenda</i> and meeting <i>papers</i> in accordance with meeting requirements2.2. Check documentation for accuracy and correct any errors2.3. Distribute documentation to participants within designated time lines2.4. Prepare spare sets of documents
3. Record and produce minutes of meeting	<ul style="list-style-type: none">3.1. Take <i>notes</i> with the required speed and accuracy to ensure an accurate record of the meeting3.2. Produce <i>minutes</i> that reflect a true and accurate account of the meeting3.3. Check minutes for accuracy and submit for approval by the nominated person3.4. Despatch copies of minutes within designated time lines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to coordinate and consult with participants, to orally present written reports with a number of defined sections, and to clarify points made in meetings
- literacy skills to:
 - write and compile agenda items
 - record minutes
 - make notes from spoken texts in meetings
 - use a variety of strategies for planning, reviewing and proofreading documentation
- time management skills to allow sufficient time to prepare for and conduct meetings.

Required knowledge

- culturally appropriate communication techniques
- formats for agendas and minutes
- key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - occupational health and safety.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- organising meetings, including informing participants and preparing materials
- preparing an agenda
- taking minutes during a meeting and preparing draft minutes after the meeting.

Context of and specific resources for assessment

Assessment must ensure:

- access to an actual workplace or simulated environment
- access to office equipment and resources.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of authenticated documents from the workplace or training environment
- demonstration of techniques.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- writing units
- other general administration units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Type of meeting</i> may include:	<ul style="list-style-type: none"> • annual general meeting • board meeting • face-to-face • staff meeting • teleconference • videoconference
<i>Legal and ethical requirements</i> may include:	<ul style="list-style-type: none"> • codes of practice • legislation relating to companies or associations • requirements for public meetings
<i>Requirements of meeting</i> may include:	<ul style="list-style-type: none"> • meeting structure: <ul style="list-style-type: none"> • formal • informal • self-managed • semi-formal • structured • number of participants • purpose of the meeting • specific needs of participants • specific resources and equipment required by participants e.g. video and data projectors, whiteboards • teleconferencing or videoconferencing meeting protocols and equipment • voting procedures
<i>Arrangements</i> may include:	<ul style="list-style-type: none"> • booking an appropriate venue • establishing costs and operating within a budget • organising accommodation and transport • organising appropriate communication technology • organising catering • preparing relevant documentation for

RANGE STATEMENT	
	<ul style="list-style-type: none"> participants scheduling the date and time for the meeting
<i>Agenda</i> may include:	<ul style="list-style-type: none"> correspondence date of next meeting date, time and location of meeting general business major agenda items matters or business arising from the minutes minutes of the previous meeting reports statement of the meeting's purpose welcome
<i>Papers</i> may include:	<ul style="list-style-type: none"> chairperson's report committee reports correspondence draft documentation financial reports itemised meeting papers minutes of previous meeting research reports
<i>Notes</i> may include:	<ul style="list-style-type: none"> action items arrangements for next meeting decisions taken at the meeting formal motions future action issues raised at the meeting points discussed at the meeting record of participants who were present at or absent from the meeting (attendees and apologies) suggestions made at the meeting
<i>Minutes</i> may include:	<ul style="list-style-type: none"> meeting details (e.g. title, date, time, location) agenda items apologies names of absent and attending participants approval of the record of the previous minutes correspondence lists rather than complete sentences matters arising from the previous meetings other business

RANGE STATEMENT

	<ul style="list-style-type: none">• reports• date of the next meeting• using organisation templates• using previous minutes to determine required format
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Administration - General Administration
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Co-requisite units

Co-requisite units		