



Australian Government

Department of Education, Employment and Workplace Relations

CHCORG616C Manage training

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to plan, develop and implement training as a specialist activity to address individual skill levels to optimise organisation's performance

Application of the Unit

Application

The skills described in this unit may be applied across a range of community services workplace contexts

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Maintain training records

PERFORMANCE CRITERIA

1.1 Establish and maintain appropriate means to store and access information on trainees, training programs and equipment, materials and resources according to:

- organisation policies and procedures
- legislative requirements
- need to protect confidentiality

1.2 Store training records securely and make available to authorised persons and trainees when required according to organisation procedures

ELEMENT**PERFORMANCE CRITERIA**

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| 2. Report and advise on training | 2.1 Prepare reports on training related matters and provide to teams and management as required in accordance with organisation policies and procedures |
| | 2.2 Identify impacts of training on skill levels and improvements in service and communicate to relevant personnel |
| | 2.3 Make recommendations to teams and management on desirable future training initiatives based on organisation objectives and identified training needs |
| | 2.4 Maintain and enable staff to access training literature and information on training techniques and trends |
| | 2.5 Promote implementation of current training trends and practices in the organisation |
| 3. Manage training expenditure and resources | 3.1 Prepare and write the training budget to reflect organisation resourcing and budget limits and training need priorities |
| | 3.2 Maintain training records, including expenditure and costs, and use to develop recommendations for future action |
| | 3.3 Maintain required training resources according to organisation procedures |
| | 3.4 Make available appropriate training resources and materials as required |
| | 3.5 Allocate appropriate staff to training activities |
| | 3.6 Access funding sources wherever available to assist in providing training opportunities |
| 4. Maintain training activities within organisation and legal requirements | 4.1 Manage and evaluate training activities to determine effects on achieving organisation goals and to ensure compliance with relevant policies, awards and legislation |
| | 4.2 Manage training activities to take due account of relevant training reform policies and initiatives |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Principles and practices of human resource development
- Organisation strategic directions and objectives
- National policy and principles related to training
- Strategic and financial planning models/principles

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Develop systems for planning, delivering and monitoring training
- Manage budget processes
- Apply current trends and practices in training
- Apply legislative requirements

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Demonstrate application of skills in:
 - report and submission preparation
 - financial analysis and planning
 - application of information technology

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, the Range Statement and the Assessment Guidelines for this Training Package.

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
This may include the use of languages other than English and alternative communication systems
- Assessment must include all aspects of managing training

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Resource requirements for assessment of this unit include access to:
 - an appropriate workplace where assessment can be conducted or simulation of realistic workplace setting for assessment

Method of assessment:

- Assessment may include observations, questioning and evidence gathered from the workplace

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. Add any 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.

The contexts for managing training include:

- As a manager of a training and development unit/branch/section
- As a manager of a work area/unit/program

RANGE STATEMENT

Managing training will be carried out within requirements established by:

- Organisation mission, direction, policies
- Relevant human resource management policies and procedures
- State and commonwealth legislation
- Organisation policies and procedures
- Relevant program standards
- Adult learning principles and education policy
- Training and development principles
- Resourcing arrangements
- Competency based training principles and practices
- Relevant professional bodies

Unit Sector(s)

Not Applicable