



Australian Government

Department of Education, Employment and Workplace Relations

CSCORG401A Contribute to work unit planning

Revision Number: 2

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Modification History

CSCORG401A Release 2: Layout adjusted. No changes to content.

CSCORG401A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to achieve results through planning and cooperating within work units. Performance in this unit is most likely to be a part of a team effort.

Application of the Unit

This unit can be applied using a combination of training outcomes and performance in the workplace, with the principal evidence developed through performance in routine work functions in the workplace.

The unit applies to candidates with both general and specialist competencies from the range of occupational areas employed in correctional services. For this reason the unit may be significantly customised, particularly in the assessment of knowledge based on different organisational, sector and locational requirements.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Participate in planning activities of the work unit.	<p>1.1 Contribute to <i>work plans</i> in ways that reflect consideration of corporate goals and their relationship to work group and individual goals.</p> <p>1.2 Contribute to work unit plan in ways that reflect consideration of <i>workplace requirements</i>.</p> <p>1.3 Complete planning activities that meet organisational standards and are within the defined timeframe.</p> <p>1.4 Promote the achievement of work unit objectives through individual work plans.</p> <p>1.5 Reflect personal and organisational accountability to all clients in planning activities.</p> <p>1.6 Use feedback to check the effectiveness of planning activities.</p> <p>1.7 Handle all <i>information</i> according to organisational requirements and ethical practice.</p>
2 Set objectives of work plan.	<p>2.1 Link objectives to organisational aims.</p> <p>2.2 State objectives as measurable targets with clear timeframes.</p> <p>2.3 Set objectives that reflect the support and commitments of team members and clients.</p>
3 Implement and review work plans.	<p>3.1 Identify work methods and practices to implement plans in consultation with key people.</p> <p>3.2 Implement work plans according to <i>legislation, policies and procedures</i>.</p> <p>3.3 Base reviews of work plans, strategies and implementation on accurate, relevant and current information.</p> <p>3.4 Base reviews on comprehensive consultation with those with key interest in the outcomes of the work unit and reliable feedback.</p> <p>3.5 Provide results of reviews to all interested parties.</p>

Required Skills and Knowledge

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

Required skills:

- planning own work to achieve goals
- engaging in collaborative planning with other work group members
- applying problem solving
- monitoring and evaluating progress towards work unit goals
- negotiating goals and outcomes
- responding to diversity, including gender and disability
- applying legislation, such as occupational health and safety in the context of work planning and environmental and sustainability practices.

Required knowledge:

- organisation's strategic plans, policies and objectives for work unit activities and priorities
- effective planning processes
- corporate aims and goals
- importance of aligning work unit plans with organisational goals
- equal employment opportunity, equity and diversity principles
- legislation, such as occupational health and safety in the context of work planning.

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.

Overview of assessment

This unit has been designed to be assessed directly in the workplace using a range of applications relevant to the organisation requirements and the defined work role and responsibilities. The underpinning knowledge of this unit may be assessed as part of a training program or professional development activity and needs to be integrated with evidence from work exercises.

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

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit
- ability to contribute to work unit planning in a range of (two or more) contexts or occasions, over time.

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when planning and implementing work unit plans, including coping with difficulties, irregularities and breakdowns in routine
- copies of legislation, policies, procedures and guidelines relating to work planning
- access to appropriate learning and assessment support when required.

Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues

- case studies
- scenarios
- simulations or role plays.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

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 in the performance criteria is detailed below. 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.

Work plans should include:

- daily, weekly and monthly work plans
- project plans
- program plans
- organisation's strategic plans and restructuring or change plans
- resource plans
- offender management strategies and objectives
- skills development plans
- performance management plans.

Workplace requirements may relate to:

- staffing procedures
- resourcing allocations and requirements
- identified timeframes
- relevant legislation affecting organisational administration
- organisation, corporate and strategic plans and activities
- relevant industrial awards
- organisation financial and personnel management guidelines
- technology and data associated with work
- offender services, programs and case management outcomes.

Legislation, policies and procedures may include:

- federal, and state or territory legislation and regulations, such as:
 - public sector management Acts
 - financial management Acts
 - privacy legislation
 - equal employment opportunity, anti-discrimination and harassment legislation
 - occupational health and safety legislation
 - consumer legislation
- risk management guidelines
- ethics and code of conduct
- performance targets
- performance management and appraisal systems

- national competency standards
- internal quality assurance
- internal and external accountability and auditing requirements.

Unit Sector(s)

Organisational administration and management.

Competency field

Not applicable.

Co-requisite units

Not applicable.