



Australian Government

Department of Education, Employment and Workplace Relations

CUSADM06A Develop and implement an operational plan

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to support the operational planning process. It may be applied to a small independent operation or to a section of a large organisation.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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| Element | Performance Criteria |
|--|--|
| 1 Develop operational plans | <p>1.1 In collaboration with relevant personnel develop plans and strategies based on workplace or project needs and strategic and business goals to achieve identified operational outcomes</p> <p>1.2 Develop scope and objectives based on: overall goals feedback from individuals monitoring of workplace operations</p> <p>1.3 Identify and analyse internal and external factors which may impact on the plan to ensure the achievement of planned and agreed outcomes</p> <p>1.4 Consult appropriate colleagues during the development of the plan to confirm and/or adjust details of the plan as required</p> <p>1.5 Develop resource strategies to support planned operational processes and outcomes</p> <p>1.6 Develop administrative framework and systems to ensure planned operational outcomes</p> <p>1.7 Identify and communicate priorities, responsibilities and timelines to those who will implement the plan</p> <p>1.8 Develop evaluation systems in consultation with appropriate colleagues to monitor and adjust operational outcomes</p> <p>1.9 Develop an internal and external communications strategy to keep all stakeholders informed</p> |
| 2 Administer and monitor operational plans | <p>2.1 Implement and monitor operation of plan</p> <p>2.2 Provide support and assistance to colleagues involved in implementing the plan and deal with contingencies as required</p> <p>2.3 Comply with reporting requirements</p> |

- 2.4 Implement and monitor financial control systems
- 2.5 Establish and maintain a file of all relevant documentation and correspondence
- 2.6 Obtain additional resources in accordance with agreed policy
- 3 Conduct ongoing evaluation
 - 3.1 Use agreed evaluation methods to assess effectiveness in the workplace
 - 3.2 Involve all appropriate colleagues in evaluation
 - 3.3 Identify problems and make appropriate adjustments
 - 3.4 Incorporate results of evaluation into ongoing planning and operational management

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

Underpinning knowledge and skills

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

planning techniques

problem solving and decision making in specific relationship to development and implementation of operational plans

research skills in relation to a broad range of information from multiple sources and related to a broad range of issues

current internal and external environments impacting on the activity

legal issues which impact on enterprise operations as appropriate to industry sector

Linkages to other units

This unit relates to planning and combined assessment/training may be appropriate with a wide range of other business administration units. These units should be selected according to the needs of the specific sector and workplace. The following units may be appropriate for combined training delivery and/or assessment:

BSXFMI404A Participate in, lead and facilitate a team

CUEFIN1A Manage a budget

Critical aspects of evidence

Care should be taken in developing training to meet the requirements of this unit. For generic prevocational training, organisations should provide training that considers the full range of industry contexts with no bias towards individual sectors. The range of variables will assist in this regard. For sector specific delivery, training should be tailored to meet the needs of that sector.

The following evidence is critical to the judgement of competence in this unit:

ability to develop a realistic plan that relates to the film, television, radio or multimedia context. The plan should identify current and relevant industry issues and clearly identify an implementation program

ability to apply an integrated approach to operational issues

legal issues which affect general operations within the sector

current industry issues which affect general operations within the sector

specific implementation and monitoring issues which may affect the plan

Method and context of assessment

Assessment may take place on the job, off the job or a combination of both of these. However, assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

case studies

work samples or simulated workplace activities

oral questioning/interview

projects/reports/logbooks

third party reports and authenticated prior achievements

portfolios of evidence

Assessment must take place over a period of time in order to determine competence in the ongoing implementation and monitoring aspects of this unit.

Resource requirements

Assessment requires access to relevant information about the project or organisation listed in the range of variable statement.

Workplace based assessment should be based on a particular workplace or project and relevant policies and data for that workplace.

Simulated workplace activities may be undertaken using an appropriate range of relevant and current material to the industry.

Key competencies

Level

| | |
|--|---|
| Collecting, organising and analysing information | 3 |
| Communicating ideas and information | 3 |
| Planning and organising activities | 3 |
| Working with others and in teams | 3 |
| Solving problems | 3 |
| Using mathematical ideas and techniques | 1 |
| Using technology | 2 |

Range Statement

Range of variables

| Variable | Scope |
|--|--|
| Operational plans will be quite broad in nature and may include plans for: | a department within a large organisation a small business a specific project |
| Factors will include: | availability of resources finance capability of employees specialist input needed |

Colleagues may include:

producer
directors
designers
financial manager
department heads
managers of specialist sections
artists
presenters

Resources may include:

personnel
equipment and technology
services
supplies
sources for accessing specialist advice

Financial control information may include:

income and expenditure statements
cash flow reports
contracts

Unit Sector(s)

Not applicable.