Australian Government

Department of Education, Employment and Workplace Relations

ICAICT416A Contribute to the development of strategic plans

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

ICAICT416A Contribute to the development of strategic plans

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to participate in the planning process and to contribute to the development of a strategic plan.

Application of the Unit

This unit applies to senior information and communications technology (ICT) staff who are required to provide input to strategic plans.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
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.*

Elements and Performance Criteria

1. Plan for strategy	1.1 Participate in planning committee and clarify roles of people involved in process 1.2 Participate in identifying issues that planning process should address 1.3 Identify *information* that must be collected
2. Investigate the current environment	2.1 Investigate mission and vision statements of the organisation 2.2 Investigate current internal and external environment of the organisation
3. Participate in feedback session	3.1 Identify most important issues facing the organisation, using information gathered 3.2 Undertake a review session with *appropriate persons* to confirm issues identified 3.3 Identify *objectives* and strategies for the organisation
4. Finalise and validate plan	4.1 Create a written plan to document mission, vision, issues, objectives and strategies of organisation 4.2 Submit written plan to appropriate persons for approval 4.3 Review feedback and make alterations where appropriate

Required Skills and Knowledge

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

Required skills

- analytical skills to interpret, analyse and evaluate data
- communication skills to liaise with internal and external personnel during negotiation and feedback sessions
- literacy skills to:
  - prepare presentation materials in plain English
  - write a strategic plan, including issues and objectives of the organisation
- negotiation skills to relate to other team members in a defined range of predictable problems during the analysis process
- planning and organisational skills to:
  - confirm that the proposed project will come in on time and within budget
  - contribute to the identification of business strategy, vision, goals and objectives
  - set benchmarks and identify scope:
- problem-solving skills for problems arising during the development of a strategic plan
- research skills to identify, analyse and evaluate broad features of a particular business domain.

Required knowledge

- basic knowledge of:
  - information-gathering techniques
  - quality assurance practices
- components of the business planning process relevant to the development of strategic plans
- current business practices in preparing reports, particularly for contributing to the development of a strategic plan that identifies:
  - final expected results
  - details how these results will be achieved.

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 ability to: - identify criteria and issues for planning process - undertake feedback session to identify issues, goals and outcomes that meet stakeholder requirements - create a written plan documenting objectives and strategies of organisation.
Context of and specific resources for assessment	Assessment must ensure access to: - site and personnel where a strategic business plan may be developed - detailed information relating to current needs and project requirements of business - client expectations brief - business mission, vision statements and objectives - appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with special needs.
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: - verbal or written questioning to assess candidate's knowledge of business planning processes when developing strategic plans - direct observation of candidate conducting feedback sessions - review of plan prepared by candidate outlining the issues, objectives and strategies for the organisation.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking

	background may need additional support.
	In cases where practical assessment is used it should be combined with targeted questioning to assess required 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, 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.

Information may include:	• client user • competitors • cost constraints • environment • geography • system functionality.
Appropriate persons may include:	• authorised business representative • client • supervisor.
Objectives may be contained in:	• business planning document • business strategy • client expectations brief.

Unit Sector(s)

General ICT