



Australian Government

**Assessment Requirements for MSS405004
Develop business plans in an organisation
implementing competitive systems and
practices**

Release: 1

Assessment Requirements for MSS405004 Develop business plans in an organisation implementing competitive systems and practices

Modification History

Release 1. Supersedes and is equivalent to MSS405004A Develop business plans in an organisation implementing competitive systems and practices

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to develop one (1) or more business plans covering an organisation, department or section (or similar) and to:

- determine the purpose of the plan
- draft objectives of the plan and strategies for achieving them
- develop a plan which uses the strategies to deliver the objectives and optimise the value stream
- monitor the implementation of the plan and make changes as needed.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to develop and modify a business plan, including knowledge of:

- techniques and purposes of developing business plans
- parameters for business plans, including scope, period and risk
- relationship between business plans and competitive systems and practices
- impacts of alternatives on the value stream
- key performance indicators (KPIs) and the characteristics of good (optimises the whole) and poor KPIs
- risk mitigation, including business, quality, sustainability and other risks.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real business plan development for an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>