Australian Government

MSS407014 Prepare for and implement change

Release: 1

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Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge required to establish the preconditions for the implementation of a change, such as a 'step change' or a change resulting from a problem-solving exercise, such as a kaizen blitz. This unit applies to a desired change that has already been identified.

The unit applies to subsections of an organisation, such as a team, area or department, or a small or medium sized enterprise (SME). This unit may also be applied in service organisations applying competitive systems and practices principles.

This unit applies to team leaders or managers with influence, authority and responsibility over change processes.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 **Define the change**	1.1	Determine the purpose of the change
	1.2	Identify key change project personnel
	1.3	Record the current state that the change is addressing
	1.4	Develop a consensus view of the intended future state,

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	including indicators of a successful change
	1.5 Develop an agreed statement of the solution
	1.6 Identify the health, safety and environment (HSE) impacts of the change
	1.7 Determine the scope of the change project, including the impact of the solution on any codes of practice, standards, contracts and commercial or industrial agreements
	1.8 Obtain sign-off from key change project personnel
2 **Identify personnel required to implement the change and their roles**	2.1 Develop a high level change network map
	2.2 Identify employees, suppliers or customers who may be required to implement the change
	2.3 Identify other demands on these people during the change
	2.4 Investigate priorities, synergies and conflicts
	2.5 Resolve conflicts impacting implementation
3 **Assess and manage the change related risks**	3.1 Identify organisational capacity for the change, including available resources and ability to absorb any disruption during the change
	3.2 Clarify specific risk dimensions for this change
	3.3 Develop transition approach
4 **Build and write high level change plans**	4.1 Develop high level involvement plan
	4.2 Develop high level stakeholder communication plan
	4.3 Develop high level competency development plan for all implementers

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	4.4 Develop high level alignment plan
5 **Implement and sustain the change**	5.1 Implement change plans and monitor to confirm change objectives have been met
	5.2 Transfer ownership of post-change operations from change agents
	5.3 Ensure support structures are in place
	5.4 Check alignments have been obtained
	5.5 Check competencies have been developed and will be maintained
	5.6 Ensure base line is defined for continuous improvement
	5.7 Review project and capture learning from the project
	5.8 Sustain improvement by standardising

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS407001 Prepare for and implement change.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998