



Australian Government

RIIBEF602E Establish and evaluate operational performance management systems

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish and evaluate operational performance management systems in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and research organisation's needs	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to establish and evaluate operational performance management systems 1.3 Analyse goals, objectives and strategies of the organisation to determine the type of research required 1.4 Investigate and analyse operating environments to develop options, strategies and anticipated outcomes 1.5 Prepare research brief stating the objectives and outcomes, and the requirements for presentation of information 1.6 Develop and implement strategies that translate the objectives into the planning process 1.7 Evaluate existing system and equipment suitability 1.8 Research, evaluate, select and purchase new equipment

ELEMENT	PERFORMANCE CRITERIA
	1.9 Analyse and interpret research information to establish options and opportunities
2. Prepare business plans and budgets	2.1 Involve internal and external stakeholders in the planning process, using their contribution effectively and gaining support for the outcomes 2.2 Prepare and present written and numerical business plans and budgets including contingency plans according to workplace procedures 2.3 Prepare written plans that contain a clear statement of priorities and schedules 2.4 Provide contingency plans in the event that all resources are not secured or the situation changes 2.5 Identify all resources required for plans and strategies and how they will be acquired and utilised 2.6 Develop written implementation plans and schedules incorporating support from all stakeholders
3. Design and implement performance indicators	3.1 Set and agree to performance targets 3.2 Establish and monitor performance targets systems 3.3 Establish and gain agreement on reporting mechanisms 3.4 Ensure that performance evaluation criteria will enable recommendations.
4. Monitor and review performance	4.1 Interpret and analyse all performance information to compare budget/forecast/past performance and actual/current performance 4.2 Prepare and gain agreement on operating budgets with relevant stakeholders 4.3 Establish systems to monitor performance measures using appropriate technology according to workplace procedures 4.4 Identify variations in performance and take action to rectify out-of-specification results 4.5 Make recommendations regarding future planning within the organisation's continuous improvement processes 4.6 Produce and analyse management reports according to workplace procedures 4.7 Present operational performance information in accurate, clear and concise manner, appropriate to audience
5. Explain the cause of success or failure in performance	5.1 Base explanations of the cause of performance success or failure on sufficient, reliable evidence 5.2 Explain performance outcomes in an accurate, clear and concise manner appropriate to the audience 5.3 Evaluate, consider and present alternate explanations for

ELEMENT	PERFORMANCE CRITERIA
	performance 5.4 Incorporate lessons drawn from success or failure in future operational planning and continuous improvement activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	Conveys information and requirements clearly, and listens carefully
Reading	Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	- Demonstrates an understanding of the ways in which variables impact on decision outcomes - Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders
Initiative and enterprise	Demonstrates an understanding of the strategic and operational trends to achieve work goals, enhance work processes, create opportunities and reduce risks

Unit Mapping Information

Supersedes and is equivalent to RIIBEF602D Establish and evaluate operational performance management systems.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>