



**Australian Government**

# **SIRXCHA001 Facilitate the change process**

**Release: 1**

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## **Modification History**

Not applicable.

## **Application**

This unit describes the performance outcomes, skills and knowledge required to follow a change plan to implement a change and ensure the change is successfully accepted and embedded within the work environment.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## **Pre-requisite Unit**

Nil

## **Competency Field**

Change Management

## **Unit Sector**

Cross-Sector

## **Elements and Performance Criteria**

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for change.	1.1.Access and interpret change plans and organisational policies and procedures related to change. 1.2.Involve team members in planning for change and integrate their perspectives. 1.3.Identify potential barriers to change and determine strategies to limit impacts.
2. Implement change.	2.1.Communicate change purpose, benefits and impacts to team members. 2.2.Address team member's questions and objections to gain

- their support.
- 2.3. Implement the change plan and use resources effectively to meet change requirements.
  - 2.4. Act as a positive role model during the change process to maintain positive team morale and acceptance.
  - 2.5. Manage barriers to change to meet change implementation plan deliverables.
  - 2.6. Monitor change implementation and adjust operations as required to ensure change plan is met.
3. Embed change.
- 3.1. Obtain feedback on change process from team members impacted by the change process.
  - 3.2. Recognise and reward appropriate change behaviours.
  - 3.3. Consult with stakeholders on modifications required to enhance the change.
  - 3.4. Ensure ongoing incorporation of change into daily operations.

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
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Reading skills to:	<ul style="list-style-type: none"><li>• interpret complex documentation relevant to organisational change requirements.</li></ul>
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## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>