



Australian Government

BSBFNG406 Assist in developing and implementing Aboriginal and Torres Strait Islander organisational policies

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the Business Services Training Package Version 8.0. Supersedes and is equivalent to BSBATSIM419 Contribute to the development and implementation of organisational policies. Supersedes and is not equivalent to: • BSBATSIM416 Oversee organisational planning • BSBATSIM417 Implement organisational plans • BSBATSIM418 Oversee financial management • BSBATSIM421 Support a positive and culturally appropriate workplace culture • BSBATSIM506 Develop employment policies • BSBATSIM511 Develop enterprise opportunities. Changed unit title to better reflect scope of unit.

Application

This unit describes the skills and knowledge required to work with other board members to assist in developing and implementing an Aboriginal and Torres Strait Islander organisation's policies in order to serve the organisation and the community effectively.

The unit applies to board members responsible for assisting in monitoring and guiding the activities of Aboriginal and Torres Strait Islander organisations.

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

Unit Sector

Technical Skills - Aboriginal and Torres Strait Islander Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the</i>	<i>Performance criteria describe the performance needed to demonstrate</i>

<i>essential outcomes.</i>	<i>achievement of the element.</i>
1. Participate in designing a process and procedures for developing organisational policies	1.1 Work with other board members to establish a policy development group and determine any required sources of expert advice 1.2 Consult community where required on designing a process and procedures for developing organisational policies 1.3 Contribute to developing, in consultation with required stakeholders, procedures that support the policy development process
2. Obtain background information needed for policy development	2.1 Identify legislative and operational requirements that organisational policies to be developed must address 2.2 Review processes required to make previous board decisions 2.3 Identify and review additional information required for inclusion in policies
3. Contribute to drafting of policy	3.1 Provide input into drafting of policy for areas of organisational activity within scope of own role and expertise 3.2 Check draft policy and confirm it reflects organisation's vision and cultural considerations 3.3 Check policy and confirm it meets legal, constitutional and funding requirements 3.4 Provide feedback to policy development group on draft policy
4. Assist in finalising policy	4.1 Explain draft policy to key stakeholders and seek their feedback 4.2 Evaluate feedback obtained and propose amendments to draft policy where required in response 4.3 Finalise draft policy and seek stakeholder agreement 4.4 Work with other board members to gain board approval of agreed final draft of policy 4.5 Confirm that policy has been documented and stored in a secure and accessible form according to established procedures
5. Implement policy	5.1 Review board decision to approve final policy and confirm it complies with existing organisational policies and procedures 5.2 Inform key stakeholders of board decision to approve final policy
6. Review and amend policy as required	6.1 Identify changes to legislative and operational matters that affect existing organisational policies 6.2 Assess real and potential impact of changes on the organisation and its members 6.3 Develop strategies for policy review that address assessed impact while maintaining organisation's vision and values 6.4 Work with other board members to propose amendments to policy where required 6.5 Confirm policy changes have been documented and stored according to organisational procedures

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
Reading	Gathers, interprets and analyses a variety of textual information from a range of sources and identifies relevant key information
Writing	Prepares strategic business documentation incorporating vocabulary, grammar, and conventions appropriate to text and audience
Oral communication	- Participates in verbal exchanges using clear language, suitable syntax and tone to address and disseminate information to a variety of individuals - Uses active listening and questioning to convey and clarify information
Self-management	Identifies own legal rights and responsibilities and extends understanding of general legal principles applicable in governance environment
Teamwork	- Cooperates and negotiates with others and contributes to specific activities requiring joint responsibility and accountability - Builds rapport to establish effective working relationships
Planning and organising	Applies formal processes when planning more complex tasks, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others
Problem solving	- In more complex non-routine situations, uses a formal decision-making processes with support, setting or clarifying goals, gathering information and identifying and evaluating best options against predetermined criteria - Applies some basic principles of analytical and lateral thinking

Unit Mapping Information

Supersedes and is equivalent to BSBATSIM419 Contribute to the development and implementation of organisational policies.

Supersedes and is not equivalent to:

- BSBATSIM416 Oversee organisational planning
- BSBATSIM417 Implement organisational plans
- BSBATSIM418 Oversee financial management
- BSBATSIM421 Support a positive and culturally appropriate workplace culture
- BSBATSIM506 Develop employment policies

- BSBATSIM511 Develop enterprise opportunities.

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBFNG406 Assist in developing and implementing Aboriginal and Torres Strait Islander organisational policies

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- support the development of at least two different policies and their related procedures for an area of activity in an Aboriginal and Torres Strait Islander organisation
- support the implementation of at least one of the developed policies in the organisation
- support the review and amendment of at least one existing policy to reflect a changed legislative or operational requirement.

In the course of the above, the candidate must:

- inform required stakeholders of new and changed policies.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key elements of the cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values
- key equity and diversity principles that might need to be applied when assisting in the development and implementation of organisational policies
- geographic, cultural, social, economic and political contexts in which different Aboriginal and Torres Strait Islander organisations operate
- organisation's constitution, vision, purpose and current processes
- provisions of relevant legislation and funding body requirements relevant to the content of organisational policies described in performance evidence
- key format and content requirements of organisational policies and procedures
- protocols and cultural responsibilities that could impact the development and implementation of policies.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- an actual or simulated board
- examples of Aboriginal and Torres Strait Islander organisational policies
- examples of documents required when developing and implementing policies.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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