



Australian Government

BSBHRM613 Contribute to the development of learning and development strategies

Release: 1

BSBHRM613 Contribute to the development of learning and development strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to contribute to improving organisational learning, and the quality of training and assessment products and services. It covers contributing to strategy formation; designing, developing and implementing an organisational learning strategy, and reviewing and improving overall organisational learning and development.

The unit applies to individuals working in an enterprise where learning is used to build capabilities and contribute to organisational strategies, business plans, goals and values.

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

Unit Sector

Technical Skills – Human Resources

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. Contribute to learning and development strategy formation	1.1 Evaluate methods of learning and development against organisational requirements 1.2 Analyse impact of organisational learning and development on organisation, and consult relevant stakeholders 1.3 Examine and review options for deploying quality policies and processes in organisational learning 1.4 Analyse and plan requirements for an organisational learning strategy to support organisational strategic and policy requirements

ELEMENT	PERFORMANCE CRITERIA
	1.5 Analyse and plan technological and systems requirements for an organisational learning strategy 1.6 Analyse and align organisational learning strategy with human resources and learning requirements and plans 1.7 Develop procedures to liaise with educators, learners and others and monitor learning and development strategies and learning and development resources
2. Contribute to design of organisational learning and development strategy	2.1 Design, collaboratively with relevant stakeholders, organisational learning and development strategy 2.2 Design and develop flexible learning, development and assessment strategies to support organisational requirements 2.3 Establish processes and procedures for allocating and managing resources and staff required to implement organisational learning strategy 2.4 Contribute to development of compliant assessment processes according to organisational requirements
3. Recommend improvements to strategies	3.1 Evaluate current organisational learning strategy 3.2 Review performance of resources and people supporting organisational learning strategy 3.3 Construct and present plans for improving organisational learning strategy

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	Interprets, analyses and evaluates a range of textual information to assist in determining and developing strategies and to manage organisational requirements
Writing	- Records results of analysis using clear and comprehensible language and layout - Creates a range of formal texts incorporating specific requirements in required format
Oral Communication	- Uses vocabulary and features appropriate to audience when presenting information and ideas - Uses listening and questioning techniques to seek opinions and confirm understanding
Initiative and	Takes a lead role in the development and review of organisational

enterprise	policies and procedures to organisational requirements • Keeps up-to-date with changes to relevant legal requirements and considers implications of these when negotiating, planning and undertaking work
Teamwork	• Selects and uses appropriate communication practices to present ideas and encourage participation from all levels of stakeholder
Planning and organising	• Uses logical processes, and an increasingly intuitive understanding of context, to plan, implement and review learning strategies • Plans, identifies and assembles resources required to complete tasks • Systematically gathers and analyses relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify key concepts and principles that may be adaptable in future

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLED802 Lead learning strategy implementation
- BSBLED803 Implement improved learning practice
- BSBLED804 Review enterprise e-learning systems and solutions implementation.

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 BSBHRM613 Contribute to the development of learning and development strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

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:

- contribute to developing a learning and development strategy for at least one work area
- evaluate effectiveness of that strategy when implemented, and recommend improvements.

In the course of the above, the candidate must:

- examine and review organisational policies and procedures relevant to training and assessment
- develop consultation and communication processes to support and encourage stakeholder input into design, implementation and review of organisational learning and development strategy
- source learning resources or assessment tools, and modify, if required, to meet requirements of organisational learning strategies
- implement plans for improving organisational learning strategies.

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:

- legislation, codes of practice and national standards relevant to job role
- organisational technology and systems requirements to support an organisational learning strategy
- consultation and communication processes
- common approaches to learning strategy design
- organisational learning and development strategy design
- relevant continuous improvement processes associated with organisational learning and development strategies
- evaluation strategies
- quality management compliance requirements as it relates to organisational learning

- organisational policies and procedures relating to the development of learning and development strategies.

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:

- relevant organisational policies and procedures
- workplace documents and resources relevant to performance evidence
- information on current training and assessment requirements.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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