



**Australian Government**

# **BSBINN301 Promote innovation in a team environment**

**Release: 1**

## BSBINN301 Promote innovation in a team environment

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

### Application

This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

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

### Unit Sector

Creativity and Innovation – Innovation

### 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 Create opportunities to maximise innovation within the team | 1.1 Evaluate and reflect on what the team needs and wants to achieve<br>1.2 Check out information about current or potential team members' work in the context of developing a more innovative team<br>1.3 Bring people into the team or make suggestions for team members based on what needs to be achieved and the potential for cross fertilising ideas<br>1.4 Acknowledge, respect and discuss the different ways that people may contribute to building or enhancing the team |
| 2 Organise and agree                                          | 2.1 Jointly establish ground rules for how the team will operate                                                                                                                                                                                                                                                                                                                                                                                                                    |

| ELEMENT                              | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| effective ways of working            | <p>2.2 Agree and communicate responsibilities in ways that encourage and reinforce team-based innovation</p> <p>2.3 Agree and share tasks and activities to ensure the best use of skills and abilities within the team</p> <p>2.4 Plan and schedule activities to allow time for thinking, challenging and collaboration</p> <p>2.5 Establish personal reward and stimulation as an integral part of the team's way of working</p>                                                                               |
| 3 Support and guide colleagues       | <p>3.1 Model behaviour that supports innovation</p> <p>3.2 Seek external stimuli and ideas to feed into team activities</p> <p>3.3 Proactively share information, knowledge and experiences with other team members</p> <p>3.4 Challenge and test ideas within the team in a positive and collaborative way</p> <p>3.5 Proactively discuss and explore ideas with other team members on an ongoing basis</p>                                                                                                      |
| 4 Reflect on how the team is working | <p>4.1 Debrief and reflect on activities and on opportunities for improvement and innovation</p> <p>4.2 Gather and use feedback from within and outside the team to generate discussion and debate</p> <p>4.3 Discuss the challenges of being innovative in a constructive and open way</p> <p>4.4 Take ideas for improvement, build them into future activities and communicate key issues to relevant colleagues</p> <p>4.5 Identify, promote and celebrate successes and examples of successful innovation</p> |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill   | Performance Criteria | Description                                                                                                                                                   |
|---------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading | 1.2, 4.2             | <ul style="list-style-type: none"> <li>Interprets and analyses textual information, from a wide range of sources, to identify information relevant</li> </ul> |

|                            |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                           | to team activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Writing                    | 2.2, 3.3, 4.4                                             | <ul style="list-style-type: none"> <li>Uses clear language and formats appropriate for the audience to highlight and present specific information</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| Oral Communication         | 1.2, 1.3, 1.4, 2.1, 2.2, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5     | <ul style="list-style-type: none"> <li>Actively participates in verbal exchanges of ideas and elicits the views and opinions of team members by listening and questioning</li> <li>Uses clear language to clarify rules and roles relating to team activities in formal and informal situations</li> </ul>                                                                                                                                                                                                 |
| Numeracy                   | 1.2, 4.2                                                  | <ul style="list-style-type: none"> <li>Interprets numeric information relevant to team activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| Navigate the world of work | 1.1, 3.1, 3.2, 3.5                                        | <ul style="list-style-type: none"> <li>Understands the nature and purpose of own role and how it affects others in the work context</li> </ul>                                                                                                                                                                                                                                                                                                                                                             |
| Interact with others       | 1.1-1.4, 2.1, 2.2, 3.1, 3.2, 3.4, 3.5, 4.1, 4.2, 4.4, 4.5 | <ul style="list-style-type: none"> <li>Uses inclusive techniques to initiate, contribute and promote discussion amongst potentially diverse team members</li> <li>Recognises the importance of establishing and building effective working relationships</li> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>                                                                                                                   |
| Get the work done          | 1.3, 1.4, 2.2, 2.4, 2.5, 3.2, 3.4, 4.2, 4.4, 4.5          | <ul style="list-style-type: none"> <li>Plans, sequences and prioritises tasks for efficient and effective outcomes</li> <li>Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking</li> <li>Uses problem-solving processes to address less predictable problems, and when appropriate, seeking input from others</li> <li>Reflects on outcomes and further explores own and the team's role in implementing innovation</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                           | Code and title<br>previous version                        | Comments                                              | Equivalence status |
|-------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|--------------------|
| BSBINN301<br>Promote innovation<br>in a team<br>environment | BSBINN301A<br>Promote innovation in<br>a team environment | Updated to meet<br>Standards for Training<br>Packages | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -

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