



Australian Government

BSBLED802 Lead learning strategy implementation

Release: 1

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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 provide professional leadership in improving organisational learning, and the quality of training and assessment products and services.

It also covers leading strategy formation; designing, developing and implementing an organisational learning strategy; and reviewing and improving overall organisational learning and development.

It 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

Workforce Development – Learning and Development

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. Provide leadership to learning strategy formation	1.1 Evaluate approaches to learning and workplace training against organisational strategic requirements 1.2 Analyse the contribution of organisational learning to competitiveness, and confirm with key 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
2. Design and develop organisational learning strategy	2.1 Design organisational learning strategy to achieve instructor, learner and organisational strategic requirements 2.2 Include relevant units of competency, modules from accredited courses or non-accredited training specifications in organisational learning strategy 2.3 Develop flexible organisational learning strategies to permit and promote responsiveness of the organisation to changed circumstances and priorities 2.4 Design and develop learning and assessment strategies to support organisational strategic requirements 2.5 Establish processes and procedures for allocating and managing resources and staff, required to implement organisational learning strategy 2.6 Structure compliant assessment and recognition policies and processes appropriate to organisational strategic requirements 2.7 Structure procurement and supply policies and processes appropriate to organisational strategic requirements
3. Implement organisational learning strategy	3.1 Implement organisational learning strategy appropriate to organisational requirements 3.2 Validate organisational assessment methods and assessment tools consistent with learning and wider operational needs 3.3 Source learning resources compliant with specific international, national, industry and workplace needs 3.4 Review policies and procedures for continuing relevance, operational effectiveness and to identify any gaps 3.5 Systematically evaluate strategic outcomes attained through organisational learning strategy and update policies and procedures accordingly
4. Review organisational learning and development	4.1 Develop procedures to systematically liaise with educators, learners and others to monitor how well learning strategies and learning resources achieve organisational learning targets 4.2 Monitor and incorporate national policy and system changes into organisational learning and development strategies and practices

ELEMENT	PERFORMANCE CRITERIA
	4.3 Modify or design learning strategies and learning resources to support implementation of improved learning policies and procedures
5. Improve organisational learning strategy formation	5.1 Evaluate end-to-end implementation of organisational learning strategy 5.2 Review performance of resources and people supporting organisational learning strategy implementation 5.3 Construct and present plans for improving organisational learning strategy formation

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	1.1-1.6, 2.1-2.7, 3.2-3.5, 4.1-4.3, 5.1-5.3	Interprets, analyses and evaluates a range of textual information to assist in determining and developing strategies and to manage organisational requirements
Writing	1.1-1.6, 2.1-2.7, 3.2, 3.5, 4.1-4.3, 5.1-5.3	- 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	1.2, 5.3	- Uses vocabulary and features appropriate to audience when presenting information and ideas - Uses listening and questioning techniques to seek opinions and confirm understanding
Navigate the world of work	1.1, 1.4, 2.1, 2.4, 2.6, 2.7, 3.1, 3.4, 3.5, 4.1, 4.2	- Takes a lead role in the development and review of organisational policies and procedures to meet compliance obligations and organisational strategic requirements - Keeps up-to-date with changes to relevant legal requirements and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.2, 5.3	Selects and uses appropriate communication practices to present ideas and encourage participation from all levels of personnel

Get the work done	1.3-1.6, 2.1, 2.3-2.7, 3.5, 4.1, 4.3, 5.1, 5.2	• 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
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED802 Lead learning strategy implementation	BSBLED702A Lead learning strategy implementation	Updated to meet Standards for Training Packages Recoded to meet AQF Standards	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBLED802 Lead learning strategy implementation

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Performance Evidence

Evidence of the ability to:

- research and evaluate models and approaches to organisational learning to support strategic requirements
- examine and review organisational policies and procedures relevant to training and assessment
- develop consultation and communication processes to support and encourage personnel input into design, implementation and review of organisational learning strategy including:
 - planning technological and systems requirements
 - creating in-built flexibility for change in organisational priorities
 - implementing appropriate processes
- initiate and implement learning program partnerships in line with relevant regulatory, employment and organisational requirements
- source learning resources or assessment tools, and modify if required, to meet requirements of organisational learning strategies
- implement plans for improving organisational learning strategies.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain authoritative responsibilities and parameters within the organisation
- describe consultation and communication processes to support and encourage organisational input into policy and procedure development processes
- list contemporary approaches to assessment instrument and strategy design
- describe contemporary organisational learning strategy design and development

- outline continuous improvement processes associated with organisational learning strategy
- explain implementation processes and their impact on an organisation
- identify locations, types and sources of relevant organisational documentation
- list organisational evaluation strategies
- identify organisational learning theory
- describe quality management compliance requirements as it relates to organisational learning
- outline a range of international e-learning compliance regimes
- list relevant authority compliance requirements and obligations, for example under the Australian Quality Training Framework (AQTF) and Standards for Registered Training Organisations (where applicable)
- identify legislation, codes of practice and national standards relevant to job role
- outline technology and systems requirements to support an organisational learning strategy.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- organisational policies and procedures
- office equipment and resources
- business technology
- case studies and, where available, real situations
- interaction with others
- information on current training and assessment requirements.

Assessors must satisfy NVR/AQTF assessor requirements.

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