



Australian Government

Assessment Requirements for BSBMGT518 Develop organisation policy

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.

Performance Evidence

Evidence of the ability to work within organisational procedures to:

- analyse internal and external factors and consult with stakeholders to identify needs for policy development or review and recommend priorities
- plan, develop and implement policy using:
 - an analytical framework
 - iterative and consultative processes with input from representative stakeholders
 - risk management
 - stakeholder and issues management strategies
 - quality assurance, monitoring and evaluation mechanisms.

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 policy development processes and practices
- explain the operation of policy cycles
- describe how to use analytical policy development frameworks
- identify the role of current policies underpinning the work area and how they relate to identified area for policy development or review
- outline the legislative and regulatory context relevant to the development of the organisation's policies.

Assessment Conditions

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

- relevant legislation and regulations
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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