



**Australian Government**

# **BSBRKG603 Prepare a functional analysis for an organisation**

**Release: 2**

## BSBRKG603 Prepare a functional analysis for an organisation

### Modification History

| Release   | Comments                                                                                                                               |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------|
| Release 2 | This version first released with BSB Business Services Training Package Version 5.0.<br>Version created to rectify typographical error |
| 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 analyse the functions, activities and transactions of an organisation or business unit, and to identify and define its boundaries.

It applies to experienced individuals who use specialist knowledge of business areas and operations and apply analytical and problem-solving skills to define organisational arrangements. The individual may have responsibility for a team or sole responsibility for their work within the business system.

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

### Unit Sector

Knowledge Management – Recordkeeping

### 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. Establish functions of the organisation at the highest level | 1.1 Examine organisational or jurisdictional documentation to establish its principal functions<br>1.2 Identify programs, projects and supporting activities from reporting documentation, and allocate these to established functions<br>1.3 Analyse relationship between programs, projects and supporting activities and functions to identify overlap, ambiguities |

| ELEMENT                                                                    | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            | and omissions<br>1.4 Document and validate established functions, in accordance with organisational and industry standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. Determine component activities and transactions of identified functions | 2.1 Review documentation of programs, projects and supporting activities allocated to established functions to develop a statement of all activities performed by the organisation, unit or jurisdiction using appropriate analysis methods<br>2.2 Obtain information about recurring transactions and actions by consulting agents, and examine organisational and jurisdictional documentation, including records generated by the processes<br>2.3 Analyse imminent changes to organisation, unit or jurisdiction's business for impact on identified activities<br>2.4 Document and review determined actions and transactions at activity level in preparation for validation, in accordance with industry standards |
| 3. Build a functional representation of the organisation                   | 3.1 Review and refine assembled documentation of transactions, activities and functions for completeness, accuracy and appropriateness of terminology<br>3.2 Document combined functional analysis in accordance with industry standards<br>3.3 Identify activities and functions, showing direct relationships, indirect relationships and anomalies, mapped to organisational structures<br>3.4 Document findings on relationships between functions and structure to build a functional representation                                                                                                                                                                                                                 |

## 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 | 1.1-1.4, 2.1-2.4, 3.1, 3.3 | <ul style="list-style-type: none"> <li>Researches and critically analyses complex information from a range of sources</li> <li>Identifies relationships and processes and extracts and consolidates specific information to determine organisational requirements</li> </ul> |

|                            |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Writing                    | 1.4, 2.1, 2.4, 3.1, 3.2, 3.3, 3.4 | <ul style="list-style-type: none"> <li>Prepares clear documents for consultation and validation using language, terminology and concepts appropriate for audience</li> <li>Produces accurate and logically structured reports and presentations using correct organisational formats to ensure clarity of information</li> </ul>                                                                                                                                          |
| Oral Communication         | 1.4, 2.2                          | <ul style="list-style-type: none"> <li>Participates effectively in consultations with stakeholders using active listening and questioning to obtain feedback and clarify information</li> </ul>                                                                                                                                                                                                                                                                           |
| Navigate the world of work | 1.1, 1.4, 2.2, 2.4, 3.2           | <ul style="list-style-type: none"> <li>Understands implications of organisational, legislative and industry standards for preparation of a functional analysis</li> </ul>                                                                                                                                                                                                                                                                                                 |
| Get the work done          | 1.2, 1.3, 2.1-2.4, 3.1, 3.3       | <ul style="list-style-type: none"> <li>Develops and implements plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer-term operational and strategic goals</li> <li>Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into consideration</li> <li>Recognises and addresses some unfamiliar problems of increasing complexity within own scope</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                           | Code and title<br>previous version                           | Comments                                        | Equivalence status |
|-------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------|--------------------|
| BSBRKG603 Prepare a functional analysis for an organisation | BSBRKG603B Prepare a functional analysis for an organisation | Updated to meet Standards for Training Packages | Equivalent unit    |

## Links

Companion Volume Implementation Guides are available from VETNet -

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

# Assessment Requirements for BSBRKG603 Prepare a functional analysis for an organisation

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## Performance Evidence

Evidence of the ability to:

- research, develop and document a functional representation of the organisation including analysis of the legislative and social framework in which the organisation operates.

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 a range of appropriate analysis methods
- outline the administrative history and regulatory context of the area subject to functional analysis
- describe the key functions and activities of the business area subject to functional analysis
- outline key provisions of relevant legislation, regulations and standards that affect aspects of business operations
- describe the general principles and processes of records management and records management systems, such as:
  - systems of control
  - records continuum theory
  - mandate and ownership of business process.

## Assessment Conditions

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

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

Assessors must satisfy NVR/AQTF assessor requirements.

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