



Australian Government

BSBRKG603 Prepare a functional analysis for an organisation

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. 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 1.2 Identify programs, projects and supporting activities from reporting documentation, and allocate these to established functions 1.3 Analyse relationship between programs, projects and supporting activities and functions to identify overlap, ambiguities

ELEMENT	PERFORMANCE CRITERIA
	and omissions 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 2.2 Obtain information about recurring transactions and actions by consulting agents, and examine organisational and jurisdictional documentation, including records generated by the processes 2.3 Analyse imminent changes to organisation, unit or jurisdiction's business for impact on identified activities 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 3.2 Document combined functional analysis in accordance with industry standards 3.3 Identify activities and functions, showing direct relationships, indirect relationships and anomalies, mapped to organisational structures 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	- Researches and critically analyses complex information from a range of sources - Identifies relationships and processes and extracts and consolidates specific information to determine organisational requirements

Writing	1.4, 2.1, 2.4, 3.1, 3.2, 3.3, 3.4	- Prepares clear documents for consultation and validation using language, terminology and concepts appropriate for audience - Produces accurate and logically structured reports and presentations using correct organisational formats to ensure clarity of information
Oral Communication	1.4, 2.2	Participates effectively in consultations with stakeholders using active listening and questioning to obtain feedback and clarify information
Navigate the world of work	1.1, 1.4, 2.2, 2.4, 3.2	Understands implications of organisational, legislative and industry standards for preparation of a functional analysis
Get the work done	1.2, 1.3, 2.1-2.4, 3.1, 3.3	- 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 - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into consideration - Recognises and addresses some unfamiliar problems of increasing complexity within own scope

Unit Mapping Information

Code and title current version	Code and title 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>