



**Australian Government**

# **BSBSUS601 Lead corporate social responsibility**

**Release: 1**

## BSBSUS601 Lead corporate social responsibility

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

### Application

This unit describes the skills and knowledge required to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation.

The unit applies to individuals working in senior roles in diverse contexts who have responsibility for ensuring an organisation is positioned to ensure its long-term viability and success.

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

### Unit Sector

Business Competence – Sustainability

### 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. Identify context for corporate social responsibility | 1.1 Qualify and quantify the drivers for corporate social responsibility<br>1.2 Identify current benefits of, and barriers to, corporate social responsibility for organisation<br>1.3 Analyse legislation, regulation, standards and organisational policy affecting corporate social responsibility<br>1.4 Identify future opportunities for socially responsible practices |
| 2. Establish corporate social responsibility policy     | 2.1 Identify key stakeholders for organisational corporate social responsibility<br>2.2 Engage with stakeholders to develop corporate social responsibility objectives and policy<br>2.3 Develop change management provisions for corporate social                                                                                                                            |

| ELEMENT                                                 | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                          |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | responsibility strategy<br>2.4 Draft and incorporate social responsibility strategy into required organisational systems, procedures and processes<br>2.5 Prepare and distribute documentation regarding corporate social responsibility strategy                             |
| 3. Monitor and evaluate corporate social responsibility | 3.1 Conduct review of corporate social responsibility integration with relevant people<br>3.2 Evaluate corporate social responsibility against organisational sustainability objectives<br>3.3 Recommend improvements to corporate social responsibility policy and practices |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| Skill                   | Description                                                                                                                                                                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy                | <ul style="list-style-type: none"><li>Interprets, analyses and presents numeric and financial information</li></ul>                                                                                                                                                                       |
| Oral communication      | <ul style="list-style-type: none"><li>Uses specialised vocabulary and features appropriate to context to discuss and confirm requirements</li></ul>                                                                                                                                       |
| Reading                 | <ul style="list-style-type: none"><li>Sources, analyses and interprets textual information in the context of complex organisational strategy and compliance requirements</li></ul>                                                                                                        |
| Writing                 | <ul style="list-style-type: none"><li>Prepares reports and workplace documentation that communicate strategy and related information to suit audience and context</li></ul>                                                                                                               |
| Teamwork                | <ul style="list-style-type: none"><li>Uses inclusive and collaborative techniques to cooperate and consult with others to identify options to support policy objectives</li></ul>                                                                                                         |
| Planning and organising | <ul style="list-style-type: none"><li>Develops plans to implement organisation-wide strategies</li><li>Monitors processes, evaluates performance against agreed benchmarks and recommends improvements to ensure compliance with organisation, statutory and legal requirements</li></ul> |
| Problem solving         | <ul style="list-style-type: none"><li>Recognises, understands and applies legislation, regulation and organisational policies and procedures relevant to strategy</li></ul>                                                                                                               |

## Unit Mapping Information

Supersedes and is equivalent to BSBMGT624 Develop and implement corporate social responsibility.

## Links

Companion Volume Implementation Guide is found on VETNet -

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

# Assessment Requirements for BSBSUS601 Lead corporate social responsibility

## Modification History

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## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- establish, monitor and evaluate corporate social responsibility for two areas or opportunities.

In the course of the above, the candidate must:

- consult and communicate with relevant stakeholders to develop CSR objectives and policy that align to organisational goals
- negotiate with stakeholders to integrate corporate social responsibility practices into policies and procedures.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of legislation, covenants, standards and codes of practice relating to Australian and international standards relating to CSR
- internal and external sources of information relevant to the CSR framework including:
  - legislation, regulation, standard and codes of practice
  - organisational objectives, culture and current policies and practices
- elements of a CSR strategy including:
  - organisational goals, drivers and expected benefits
  - opportunities and barriers to CSR implementation and operation
  - relevant stakeholders
  - emerging approaches and best practice in CSR relevant to organisational context and industry
  - change management techniques
- procedures for maximising engagement in CSR, including strategies and techniques for:
  - consultation

- generating ideas and options
- communicating information
- addressing barriers and resolving problems.

## Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- corporate social sustainability legislation, regulations, standards and codes
- organisational documentation on sustainability including corporate social responsibility.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

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