



Australian Government

BSBXDB501 Support staff members with disability in the workplace

Release: 1

BSBXDB501 Support staff members with disability in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to support staff members with disability and address their workplace related needs. It involves coordinating additional support on an individualised level, to ensure that staff members are able to perform to the full extent of their capabilities with minimal barriers to work.

This unit applies to managers in organisations in various industries, who oversee other staff members.

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

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Promote additional support to staff members	1.1 Implement workplace initiatives that promote and encourage staff members to disclose and/or share information about their disability or support needs 1.2 Inform staff members of the supports and adjustments available to them, the benefits of requesting support, and the processes through which they can discuss additional support needs
2. Plan to address additional support needs for staff	2.1 Consult staff members who have self-identified, to discuss their work abilities, challenges and additional needs

members with disability	2.2 Establish goals and expectations for provision of additional support with individual staff members 2.3 Agree with staff members on additional supports and strategies to implement, including any reasonable adjustments, to address their additional needs
3. Implement additional support for staff members with disability	3.1 Make necessary workplace arrangements to implement additional support and/or reasonable adjustment for individual staff members 3.2 Refer to additional support providers and specialists, where required support is beyond the scope of own role 3.3 Advise other relevant staff of their role in providing additional support to individual staff members 3.4 Review and seek feedback from staff members on implementation of strategies and supports 3.5 Make changes to strategies and supports in line with staff members' feedback and preferences

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
Reading	Accesses, reads and interprets detailed information related to resources and supports available
Writing	Develops and maintains workplace documentation accurately and in response to required needs
Communication	- Discusses and seeks information using appropriate structure and language for the particular audience - Uses questions and responses to clarify or confirm understanding - Uses appropriate communication techniques to build rapport, trust and provide guidance and feedback
Navigate the world of work	Recognises and follows legislative requirements, organisational protocols, policies and procedures relevant to own role
Interact with others	Cooperates and consults with others to clarify understanding, achieve joint outcomes and seek feedback

Get the work done	• Uses problem-solving skills to identify and analyse issues or barriers, consider options and develop responses and opportunities for improvement • Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes
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Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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