



Australian Government

Department of Education, Employment and Workplace Relations

BSBATSIW417C Select and use technology

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to assess, use and evaluate new technologies for the benefit of the organisation. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
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Application of the Unit

Application of the unit	This unit applies to individuals responsible for monitoring and guiding the activities of an organisation that is anticipating the introduction of new technologies to the workplace.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess technology needs	1.1. Identify organisational tasks that could be helped by technology 1.2. Undertake a cost-benefit analysis 1.3. Seek independent technical advice as necessary
2. Acquire technology	2.1. Investigate costs of acquiring technology 2.2. Investigate ways of acquiring or accessing technology other than by funding 2.3. Investigate sources of funding for technology purchases and associated costs 2.4. Seek funds required for purchase of technology and associated costs
3. Ensure staff are prepared for new technology	3.1. Evaluate the need for technology training 3.2. Identify suitable trainers and/or mentors to support staff to use the new technology 3.3. Ensure suitable training is provided for staff who will use the technology
4. Evaluate the use of technology	4.1. Develop strategies to ensure the new technology is used within the organisation 4.2. Evaluate whether technology is used effectively and meets organisational needs 4.3. Identify barriers to the effective use of the technology 4.4. Develop and implement actions to address barriers to its effective use

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication, teamwork and negotiation skills to work cooperatively with other board members, management and staff of the organisation, members, community and key stakeholders
- culturally appropriate communication skills to relate to people from diverse backgrounds and with diverse abilities
- evaluation and decision-making skills to monitor and review information presented to the board and enact decisions
- mentoring skills to support staff using the technology
- planning skills to organise appropriate training and support for staff
- problem-solving skills to identify and manage issues that may arise in the use of the technology

Required knowledge

- basic principles of cost-benefit analysis
- cultural context in which Aboriginal and Torres Strait Islander boards operate, and how that may impact on the selection and use of technology
- equipment and funding sources
- geographic, social, economic and political contexts in which particular organisations operate and how these may impact on the selection and use of technology
- potential barriers to learning, and strategies to address these
- provisions of federal, state or territory legislation and funding body requirements that may impact on the purchase, use and disposal of assets
- range of technology options available to support organisational activities
- relevant protocols and cultural responsibilities when supporting members of staff
- strategies that can be used to evaluate information regarding technology
- training options available to the organisation to develop skills in the use of technology

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- choose appropriate technology to support the organisation's activities
- identify suitable training options to support the introduction of new technology
- develop strategies to ensure technology is used effectively within the organisation.

Context of and specific resources for assessment

Assessment must ensure:

- participation on an actual or simulated board
- access to examples of technology used in workplaces
- knowledge and performance are assessed over time to confirm consistency in performance.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance on a board or simulated board
- direct questioning combined with reflection of practical board performance by the candidate
- analysis of responses to case studies and scenarios
- observation of presentations and group discussions
- oral or written questioning to assess knowledge
- observation of performance in role plays
- analysis of feedback from the staff, board members and others regarding performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBATSIM420A Oversee asset management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Technology</i> may include:	• computer software packages • information technology • new generation plant and equipment.
Options to <i>access technology</i> may include:	• borrow • lease or hire • obtain donations • partnership arrangements • purchase.
<i>Evaluation</i> may relate to:	• effectiveness, including cost effectiveness • human impacts • level of training need • reliability • suitability • sustainability.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, licensing and risk - ATSI governance
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Co-requisite units

Co-requisite units		