



Australian Government

Department of Education, Employment and Workplace Relations

BSXFMI506A Manage workplace information

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Frontline management is an important creator and manager of information. Their competency in identifying, acquiring, analysing and using appropriate information plays a significant part in the efficiency and effectiveness of the individual's/team's/organisation's performance. Frontline management is an important creator and manager of information. Their competency in identifying, acquiring, analysing and using appropriate information plays a significant part in the efficiency and effectiveness of the individual's/team's/organisation's performance

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

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Element	Performance Criteria
1 Identify and source information needs	1.1 The information needs of individuals/teams is determined and the sources are identified. 1.2 Information held by the organisation is reviewed to determine suitability and accessibility. 1.3 Plans are prepared to obtain information which is not available/accessible within the organisation.
2 Collect, analyse and report information	2.1 Collection of information is timely and relevant to the needs of individuals/teams. 2.2 Information is in a format suitable for analysis, interpretation and dissemination. 2.3 Information is analysed to identify and report relevant trends and developments in terms of the needs for which it was acquired.
3 Use management information systems	3.1 Management information systems are used effectively to store and retrieve data for decision making. 3.2 Technology available in the work area/organisation is used to manage information efficiently and effectively. 3.3 Recommendations for improving the information system are submitted to designated persons/groups.
4 Prepare business plans/budgets	4.1 Individuals/teams are involved in business plan/budget preparation in a way which uses their contribution effectively and gains their support for the outcomes. 4.2 Business plans/budgets are prepared and presented in accordance with the organisation's guidelines and requirements. 4.3 Contingency plans are prepared in the event that alternative action is required.

- 5 Prepare resource proposals
 - 5.1 Resource planning data is collected in consultation with colleagues, including those who have a specialist role in resource management.
 - 5.2 Estimates of resource needs and utilisation reflects the organisation's business plans, and customer and supplier requirements.
 - 5.3 Proposals to secure resources are supported by clearly presented submissions describing realistic options, benefits, costs and outcomes.

Required Skills and Knowledge

Not applicable.

Evidence Guide

This guideline is to assist the development of assessment instruments/tools to assess the competence of frontline management.

Typically, in providing evidence of consistent achievement of this Unit's workplace outcomes within the context of ASF level 5, frontline management:

- manages work effectively to achieve goals and results
- researches, acquires and uses information appropriate to work responsibility
- makes decisions within responsibility and authority in a diverse and complex workplace
- monitors/improves ways to manage information
- explains basic financial concepts in business plans/budgets
- prepares financial information within standard format
- prepares resource proposals within budget constraints
- explains methods to gain efficiencies in resource management
- prepares and negotiates recommendations to improve the organisation's information systems
- ensures that legislative requirements are met in resource plans
- promotes available learning methods to support colleagues
- uses effective consultative processes
- communicates with colleagues who have specialist responsibilities in financial and resource management
- prepares and negotiates recommendations to improve information systems
- uses information management systems
- selects and uses available technology appropriate to the task
- uses the key competencies to achieve results.

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Range Statement

At ASF level 5 frontline management will normally be engaged in a workplace context in which they:

- are autonomous, working under broad guidance
- may supervise others
- may guide teams
- may have responsibility for planning and managing the work of others
- will be involved in self-directed application of knowledge
- have substantial depth of knowledge in some area and a range of skills for work tasks, roles and functions
- operate in varied or highly specific contexts
- use competencies independently for routine and non-routine purposes
- use judgement for self and others in planning and using resources, services and processes to achieve outcomes within time constraints.

Frontline management at this level will normally operate in diverse and complex workplace environments in which they use the organisation's:

- goals, objectives, plans, systems and processes
- quality and continuous improvement
- and processes
- processes and standards
- business and performance plans
- resources, which maybe subject to negotiation
- ethical standards

They use legislation, codes and national standards relevant to the workplace.

A range of learning opportunities may be used, for example:

- mentoring
- action learning
- coaching
- shadowing
- exchange/rotation
- structured training programs

Resources may include:

- people
- power/energy
- information
- finance
- buildings/facilities
- time
- equipment
- technology

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Unit Sector(s)

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