



Australian Government

CSCORG007 Contribute to work unit planning

Release: 1

CSCORG007 Contribute to work unit planning

Modification History

Release	Comments
1	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to CSCORG401A Contribute to work unit planning. • PC 1.1 removed • Element 2 re-worded • PCs 3.2, 3.3 and 3.4 revised

Application

This unit describes the skills required to participate in planning activities of the work unit, setting work plan objectives, and implementing and reviewing work plans.

This unit applies to those working within correctional services in a range of occupational areas. The unit may be significantly customised based on different organisational, sector and locational requirements.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and work unit activities and priorities.

Those undertaking this unit work cooperatively in teams drawing upon a range of established resources. The role requires organisation, communication and planning skills.

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

Competency Field

Organisational administration and management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Participate in planning activities of the work unit	1.1 Contribute to work unit plan in ways that reflect consideration of workplace requirements. 1.2 Complete planning activities that meet organisational standards and are within the defined timeframe. 1.3 Promote the achievement of work unit objectives through individual work plans. 1.4 Reflect personal and organisational accountability to all clients in planning activities. 1.5 Use feedback to check the effectiveness of planning activities. 1.6 Handle all information according to organisational requirements and ethical practice.
2. Set work plan objectives	2.1 Link objectives to organisational aims. 2.2 State objectives as measurable targets with clear timeframes. 2.3 Set objectives that reflect the support and commitments of team members and clients.
3. Implement and review work plans	3.1 Identify work methods and practices to implement plans in consultation with key people. 3.2 Implement work plans. 3.3 Base reviews of work plans, strategies and implementation on accurate, relevant and current information and feedback. 3.4 Base reviews on comprehensive consultation with those with key interest in the outcomes of the work unit. 3.5 Provide results of reviews to all interested parties.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG401A Contribute to work unit planning.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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Assessment Requirements for CSCORG007 Contribute to work unit planning

Modification History

Release	Comments
1	These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- planning own work to achieve unit goals
- engaging in collaborative planning with other work group members
- applying problem solving to development of work plans
- monitoring and evaluating progress towards work unit goals
- negotiating goals and outcomes
- responding to diversity, including gender and disability
- applying legislation, such as work health and safety in the context of work planning

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's strategic plans, policies and objectives for work unit activities and priorities
- effective planning processes
- corporate aims and goals
- importance of aligning work unit plans with organisational goals
- equal employment opportunity, equity and diversity principles
- legislation, such as work health and safety in the context of work planning

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when planning and implementing work unit plans, including coping with difficulties, irregularities and breakdowns in routine.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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