



Australian Government

Assessment Requirements for CSCORG010

Organise and chair meetings

Release: 1

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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.

- identifying and clarifying the objectives, purpose and context of meetings
- organising meeting business to ensure that sufficient time and resources are available
- providing the right level of leadership to progress the purpose of the meeting
- discouraging digressions, unhelpful arguments and negative trends in discussions
- actively listening, summarising, paraphrasing and clarifying to reach mutual understanding
- identifying interpersonal styles and participation methods of a range of different participants
- using questioning and paraphrasing to progress decision making
- making contributions to the meeting that are clear, concise, relevant and constructive to the achievement of the meeting purpose

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.

- organisational protocols for preparing, convening and chairing meetings
- leadership styles and methods
- techniques for consultation, participation and conflict management
- principles of active listening, questioning, clarifying and rephrasing
- different cultural practices and expectations for consultation and decision making, including who should participate and how long it should take
- ways of adapting communication to meet different information needs and circumstances of different audiences

- strategies to make people feel confident and assured in their participation and contributions

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 preparing, convening and chairing meetings in the workplace, including coping with difficulties, irregularities and breakdowns in routine.

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

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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