



Australian Government

Assessment Requirements for CSCORG018 Manage a work unit

Release: 1

Assessment Requirements for CSCORG018 Manage a work unit

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.

- accessing and using legislation and guidelines relating to managing the work unit, including physical, human and financial resources
- interpreting and explaining organisational policies, procedures and strategic plans and assisting others to apply them in the workplace
- planning and developing work unit objectives and effectiveness measures
- using team building strategies
- undertaking grievance counselling and resolving conflict in work teams
- delegating work to others
- recruiting and selecting staff using approved methodologies and strategies
- identifying training needs and skills shortages
- undertaking effective liaison, negotiation and consultation with stakeholders
- interpreting budgets and applying financial management strategies
- preparing written advice and reports requiring analysis and accurate expression

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.

- legislation, regulations, policies and procedures relating to protocols and guidelines in relation to managing a work unit
- environmental or sustainability legislation, regulations and codes of practice applicable to industry
- financial management and budgetary processes in the organisation
- consultative mechanisms and protocols of the organisation
- political and industrial relations context of the industry

- group dynamics
- conflict resolution techniques
- meeting formats and facilitation or chairing requirements
- recruitment and staff selection methodologies
- team-building strategies
- strategic plans and work unit and business plans
- equal employment opportunities, equity and diversity principles

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 managing a work unit, including coping with difficulties, irregularities and breakdowns in routine.

Assessment should include the opportunity to demonstrate evidence from work in the wider community. Evidence should be gathered over time in a range of contexts to ensure the candidate can achieve the unit outcome and apply the competency in different situations or environments.

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>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>