



Australian Government

CSCORG045 Contribute to work unit planning

Release: 1

CSCORG045 Contribute to work unit planning

Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Application

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

An individual undertaking this role works cooperatively in teams drawing upon a range of established resources. The role requires organisation, communication, and planning skills.

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 work, health and safety (WHS) and work unit activities and priorities.

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

Pre-requisite Unit

Not applicable.

Competency Field

Organisational administration and management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Participate in planning activities of the work unit

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Contribute to work unit plan in ways that reflect consideration of organisational requirements

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| | 1.2 | Complete planning activities that meet organisational standards 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 stakeholders in planning activities |
| | 1.5 | Analyse and use feedback to check the effectiveness of planning activities |
| | 1.6 | Ensure information is stored and distributed in accordance with organisational requirements and ethical practice |
| 2 | Set work plan objectives | |
| | 2.1 | Link objectives to organisational strategic plan |
| | 2.2 | State objectives as measurable targets with clear timeframes |
| | 2.3 | Set objectives that align with team capabilities and resources |
| 3 | Implement and review work plan | |
| | 3.1 | Identify work methods and practices to implement the plan in consultation with key stakeholders |
| | 3.2 | Implement work plan in accordance with organisational procedures |
| | 3.3 | Review work plan in consultation with stakeholders and make recommendations for adjustments or improvement |
| | 3.4 | Provide results of reviews to all relevant and authorised stakeholders |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package

Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to CSCORG007 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>

Assessment Requirements for CSCORG045 Contribute to work unit planning

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- planning own work to achieve unit goals
- engaging in collaborative planning with team members
- applying problem solving to development of work plans
- monitoring and evaluating progress towards work unit goals
- applying legislation, such as work health and safety (WHS) in the context of work planning
- documenting and providing results to all relevant and authorised stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational strategic plans, policies and objectives for work unit activities and priorities
- effective planning processes
- importance of aligning work unit plans with organisational objectives
- equal employment opportunity, equity, and diversity principles
- effective communication techniques
- time management techniques
- legislation, including WHS in the context of work planning.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment, and PPE currently used in industry.

Links

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