



Australian Government

Department of Education, Employment and Workplace Relations

CUVICS02B Share ideas in the workplace

Release: 1

CUVICS02B Share ideas in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This competency standard covers the skills required to share idea/s with others in the workplace in a range of contexts within the cultural industries. This entails being confident in idea/s, selecting the most appropriate method to communicate it, accepting feedback and identifying areas for improvements. This competency standard has been designed to encourage employees to discuss and think about ideas they may have in relation to work practices, services or products in the industry. It relates to entry and operative level positions in the cultural industries in areas such as event organisers, sales functions in community arts facility/studio, stage design, public art, music studio or a graphic design studio. Examples of how this unit works in practice can be found in the Supporting Information section of the Training Package. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify idea/s for communication	1.1. Advantages and disadvantages of idea/s are identified. 1.2. Information relevant to the idea/s is gathered. 1.3. Effects of the idea/s are identified. 1.4. Other possible options are considered.
2. Prepare for communication	2.1. Relevant people are identified. 2.2. Suitable communication method is selected. 2.3. Suitable time and place for communication is established. 2.4. Responses are anticipated and support for idea/s is developed.
3. Share idea/s	3.1. Idea/s is presented in appropriate way. 3.2. Feedback is sought, discussed and accepted. 3.3. Idea/s is modified accordingly.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- ability to accept positive and negative feedback
- ability to observe details of people, objects and events
- presentation skills
- ability to experiment with ideas and modify them
- ability to recognise limitations and ask for help where needed
- ability to listen to ideas and opinions of others with an open mind
- ability to ask questions and seek clarification
- ability to follow organisational guidelines or work under supervision.

Required knowledge

- selecting appropriate communication methods
- organisational structure, such as who the relevant people in the organisation are and who to notify if there are problems
- evaluation and review procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- clear and confident definition of idea/s
- effective expression of idea/s to others within a work context in the cultural industries
- ability to actively listen for both positive and negative feedback and modify idea/s accordingly.

Context of and specific resources for assessment

Assessment must ensure:

- interaction with others to reflect the collaborative nature of the improvement process.

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- direct observation of the candidate participating in discussions and other collaborative activities to develop ideas
- oral or written questioning to assess knowledge of methods for sharing and communicating ideas within the workplace.

Guidance information for assessment

This competency standard should be assessed with other standards that make up a specific job function for a specific context within the cultural industries.

Standards may include:

- CUVPHI01B Source and apply photoimaging industry knowledge
- CUSADM01A Purchase or hire equipment/supplies
- CULMS410A Provide research assistance
- CUVCOR03B Develop, refine and communicate concept for own work

EVIDENCE GUIDE

	• CUVCRS01B Plan work for a nominated site • CUEMAR01B Assist with marketing activities • BSBDES402A Interpret and respond to a design brief Please note: the above is a generic list which may apply across the cultural industries. Some of the units may not be included in this particular Training Package.
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

The <i>effects</i> will include:	• the people who may be involved • the resources and processes needed to develop and implement the idea/s • the impact on the workplace.
Other <i>options</i> include:	• considering other ideas and being open to make changes to the original idea.
<i>Relevant people</i> may include:	• peers • a supervisor • an area leader • a manager.
<i>Communication methods</i> refer to how and when you will present your ideas such as:	• face to face in a team meeting • in an informal discussion or one on one with a specific person • during an informal discussion • in writing • by email or telephone.
<i>Responses</i> can be anticipated by:	• visualising the meeting or discussion • thinking through both positive and negative aspects of the idea • identifying the questions and viewpoints of

RANGE STATEMENT	
	others.
Seeking, discussing and accepting <i>feedback</i> refers to:	- actively listening - asking questions - clarifying, understanding and evaluating - accepting and rejecting the opinions and ideas of others' as appropriate.
<i>Modifying</i> ideas involves:	making improvements or developing your idea/s based on the feedback received.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Research and Innovation
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