



Australian Government

FNSACC605 Implement organisational improvement programs

Release: 1

FNSACC605 Implement organisational improvement programs

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to review current organisational improvement programs, contribute to strategic development, develop options for improvement and establish systems to support changes in resources management.

It applies to experienced individuals who use systematic approaches and problem-solving skills to evaluate operational effectiveness and implement change.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Accounting

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review programs	1.1 Compare program costs and estimates with budget allocations and financial projections 1.2 Analyse impact of revenue, cost and operational changes on program, together with project completion costs plus program objectives and estimate using standard financial analysis and resource management techniques 1.3 Evaluate program outcomes and performance against objectives to identify variations, contingencies and scope for review and development 1.4 Assess financing options, including costs, timeframes and

ELEMENT	PERFORMANCE CRITERIA
	expected returns, against program goals and objectives
2. Contribute to strategic development	2.1 Develop long-term financial objectives and resource management objectives to support organisational goals and aims 2.2 Identify trends and environmental factors through consultation and use of standard financial analysis and resource management techniques 2.3 Make realistic assessments of financial and resource management implications of external influencing factors on future objectives and present position 2.4 Evaluate organisational strengths and weaknesses against external relationships and environmental factors
3. Develop options for improvement	3.1 Identify causes of variations in projected organisational outcomes, and develop and implement appropriate contingency plans to minimise losses 3.2 Regularly review organisational plans to encompass changes to operational environment and assess factors influencing achievement of objectives 3.3 Identify and evaluate improvement options against organisational weaknesses
4. Establish systems to support change	4.1 Ensure strategic reviews monitor program allocations, including analysis of resource management needs, information technology needs and management processes 4.2 Monitor expenditure and revenue items to ensure compliance with budget and variations identified 4.3 Systematically communicate aims and goals of identified changes to staff and personnel using recognised communication processes and techniques 4.4 Ensure information on changes is readily available, and develop procedures and guidelines to promote absorption of changes into organisational practices

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description
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	Criteria	
Reading	1.1-1.4, 4.2	Critically analyses complex documentation including relevant organisational policy and strategies to identify and consolidate relevant information
Writing	2.1, 2.2, 3.1, 4.3, 4.4	Uses clear language, concepts and terminology to effectively produce a range of written documentation that matches style of writing to the audience and purpose
Oral Communication	2.2, 4.3	Participates effectively in verbal exchanges using active listening and questioning to elicit, convey and clarify information with a wide range of personnel
Numeracy	1.1-1.4, 2.2, 2.3	- Access and accurately interprets financial and numerical information embedded in a range of texts and tasks - Performs calculations and uses mathematical problem-solving techniques to analyse, compare and evaluate financial data
Navigate the world of work	2.1, 2.2, 3.1, 4.1, 4.4	- Ensures currency of knowledge relating to legislation, regulations and policies applicable to resource management and professional requirements - Develops, implements and reviews strategies to ensure organisational policy, procedures and regulatory requirements are met
Interact with others	2.2, 4.3	- Uses collaborative techniques to engage personnel in consultations and negotiations - Uses appropriate conventions and protocols when communicating with personnel about changes to systems
Get the work done	1.1-1.4, 2.2-2.4, 3.1-3.3, 4.1-4.4	- Takes responsibility for planning, sequencing and prioritising complex tasks and own workload for efficiency and effective outcomes - Develops plans for complex activities with strategic implications for the organisation - Uses systematic analytical problem-solving processes in complex, routine and non-routine situations, gathering information and identifying and evaluating options against criteria - Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements - Recognises and anticipates a range of problems, implementing contingency plans when appropriate - Uses digital technologies to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSACC605 Implement organisational improvement programs	FNSACC605A Implement organisational improvement programs	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>

Assessment Requirements for FNSACC605 Implement organisational improvement programs

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Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- review programs using standard financial analysis management techniques
- contribute to strategic development through development or implementation of strategic plans
- develop and document options for improvement
- establish systems to support and communicate change.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss issues of organisational compliance with legislation
- identify and explain the key features of financial legislation relevant to taxable transactions and reporting requirements
- compare and contrast financial planning and analysis techniques
- outline the key features of recording and information management systems
- identify the key principles of:
 - cost–benefit analysis
 - internal control, including statutory requirements
 - resource management.
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the accounting field of work and include access to:

- common office equipment, technology, software and consumables
- organisational policy and procedures documentation and operational data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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