



Australian Government

HLTAHW068 Develop work plans

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.

Application

This unit describes the required skills and knowledge to undertake planning for an organisation or for specific program areas in line with the organisation's strategic directions.

It involves developing work plans for either a team within a health care organisation, or for the whole organisation, and then developing individual work plans for staff to implement and support the broader work plan.

This unit applies to senior Aboriginal and/or Torres Strait Islander Health Workers overseeing clinical aspects of the delivery of primary health care services and/or managing the overall delivery of primary health care services and programs to Aboriginal and/or Torres Strait Islander clients and communities.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

Elements define the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

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1. Develop a work plan for the organisation, unit or team

- 1.1 Access strategic plans and identify priorities/issues for the work plan
- 1.2 Identify community priorities in consultation with the community
- 1.3 Prepare a work plan to address organisational and community priorities
- 1.4 Identify budget implications and seek funding to implement the plan
- 1.5 Promote work plan to affected staff

2. Prepare individual work plans

- 2.1 Access the work plan and identify and record priorities/issues for individual workers
- 2.2 Develop individual plans in consultation with workers
- 2.3 Identify training needs of workers and seek resources to meet these needs
- 2.4 Incorporate review mechanisms to determine effectiveness of work performances under the plan
- 2.5 Finalise and document individual work plans according to organisation procedures and policies

3. Review work plans at individual and organisational, unit or team level

- 3.1 Review plans in consultation with the community and staff implementing the plans
- 3.2 Identify strengths and areas for improvement within each plan
- 3.3 Adapt plans to reflect changes to government and organisational policies and community needs
- 3.4 Provide progress reports to key people within community and the organisation, including management and governance bodies, according to organisational procedures and policies

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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

Unit Mapping Information

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>