



Australian Government

Department of Education, Employment and Workplace Relations

ICAP4037B Contribute to the development of a strategy plan

Release: 1

ICAP4037B Contribute to the development of a strategy plan

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to participate in the planning process and to contribute to the development of a strategic plan. The following unit is linked and forms an appropriate cluster: • ICAW4026B Coordinate and maintain work teams No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
------------------------	--

Application of the Unit

Application of the unit	
--------------------------------	--

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		
	ICAA4041C	Determine and confirm client business expectations and needs

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan for strategy	1.1. Form a planning committee and clarify the roles of people involved in the process 1.2. Identify issues that the planning process should address 1.3. Identify the information that must be collected
2. Investigate the current environment	2.1. Investigate the mission and vision statements of the organisation 2.2. Investigate the current internal and external environment of the organisation
3. Participate in feedback session	3.1. Identify the most important issues facing the organisation, using the information gathered 3.2. Undertake a review session with appropriate person(s) to confirm issues identified 3.3. Identify objectives and strategies for the organisation
4. Finalise and validate plan	4.1. Create a written plan to document the mission, vision, issues, objectives and strategies of the organisation 4.2. Submit the written plan to appropriate person(s) for approval 4.3. Review feedback and make alterations where appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Problem solving skills for a defined range of predictable problems found when contributing to the development of a strategic plan
- Negotiation skills in relation to other team members and applied to a defined range of predictable problems, such as during the analysis process
- Research skills for identifying, analysing and evaluating broad features of a particular business domain
- Project planning skills in relation to set benchmarks and identified scope, such as contributing to the identification of business strategy, vision, goals and objectives

REQUIRED SKILLS AND KNOWLEDGE

- and confirming that the proposed project will come in on time and within budget
- Teamwork skills involve contribution to solutions and goals of a non-routine or contingency nature
 - Report writing skills for business requiring depth in some areas, analysis and evaluation of information in a defined range of areas and preparation of presentation materials in plain English

Required knowledge

- Current business practices in relation to preparing reports, particularly for contributing to the development of a strategic plan that identifies the final expected results and details how these results will be achieved
- Understanding of components of the business planning process relevant to the development of strategic plans
- Basic knowledge of quality assurance practices
- Basic knowledge of information gathering techniques

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:

- Assessment must confirm the ability to identify issues, goals and outcomes that meet the requirements of the stakeholders.

To demonstrate competency in this unit the learner will require access to:

- Detailed information relating to business current needs and project requirements
- A client expectations brief
- Business objectives

Context of and specific resources for assessment

The breadth, depth and complexity of knowledge and skills in this competency would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance would be involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Assessment must ensure:

- Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills would be characteristic.
- A clear demonstration of participation in development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations (organising others is less important to this unit of competency) is essential for development of a strategy plan.

EVIDENCE GUIDE**Method of assessment**

The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.

- Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency.
- Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICAW4026B Coordinate and maintain work teams

An individual demonstrating this competency would be able to:

- Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- Apply solutions to a defined range of unpredictable problems
- Identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- Identify, analyse and evaluate information from a variety of sources
- Take responsibility for own outputs in relation to

EVIDENCE GUIDE

	specified quality standards • Take limited responsibility for the quantity and quality of the output of others • Maintain knowledge of industry products and services
--	--

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.

Information may include but is not limited to:	• system functionality • geography • environment • client user • cost constraints • competitors
Appropriate person may include:	• supervisor • teacher • authorised business representative • client
Objectives may be contained in the following:	• Business strategy • Business planning document • Client expectations brief

Unit Sector(s)

Unit sector	Strategy Planning
--------------------	-------------------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
------------------	--