



Australian Government

ICTICT416 Contribute to the development of strategic plans

Release: 1

ICTICT416 Contribute to the development of strategic plans

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to participate in the planning process and to contribute to the development of strategic plans.

It applies to individuals who work in a senior capacity within small-to-medium enterprises (SMEs) and are competent in a wide range of general information and communications technologies (ICT).

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

Unit Sector

General ICT

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. Plan for strategy	1.1 Participate in planning committee and clarify roles of people involved in process 1.2 Participate in identifying issues that the planning process should address 1.3 Identify information that must be collected
2. Investigate the current environment	2.1 Investigate mission and vision statements of the organisation 2.2 Investigate current internal and external environment of the organisation
3. Participate in feedback	3.1 Identify most important issues facing the organisation, using

ELEMENT	PERFORMANCE CRITERIA
session	information gathered 3.2 Undertake a review session with appropriate persons 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 mission, vision, issues, objectives and strategies of the organisation 4.2 Submit written plan to appropriate persons for approval 4.3 Review feedback and make alterations where appropriate

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 2.2, 4.3	Identifies, analyses and evaluates a range of online and written complex texts to obtain organisational and industry information relevant to strategic planning
Writing	4.1, 4.3	Integrates information and ideas from a number of sources, using correct grammar and spelling, specialised and cohesive language, and appropriate document structures to produce reports
Oral communication	1.1-1.3, 2.1, 2.2, 3.2, 4.2	- Elicits the view and opinions of others by using effective listening and questioning techniques, appropriate tone, style and body language, and by giving reflective responses - Participates in a verbal exchange of ideas/solutions and uses detailed and clear language to clarify and present information
Navigate the world of work	2.1	Recognises and responds to both explicit and implicit protocols within familiar work contexts, and appreciates the importance of identifying and responding to protocols in new situations
Interact with others	4.2	Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience

Get the work done	1.1-1.3, 2.1, 2.2, 3.1, 3.3, 4.1	• Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer term operational and strategic goals • Makes a range of critical and non-critical decisions in various situations, taking a range of constraints into account
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT416 Contribute to the development of strategic plans	ICAICT416A Contribute to the development of strategic plans	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=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT416 Contribute to the development of strategic plans

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Performance Evidence

Evidence of the ability to:

- determine criteria and issues for planning process
- undertake feedback session to identify issues, goals and outcomes that meet stakeholder requirements
- create a written plan documenting objectives and strategies of organisation.

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:

- outline the process of information gathering techniques
- describe quality assurance practices
- outline the components of the business planning process relevant to the development of strategic plans
- discuss current business practices in preparing reports, particularly for contributing to the development of a strategic plan that identifies:
 - final expected results
 - details how these results will be achieved.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a site and personnel where a strategic business plan may be developed

- detailed information relating to current needs and project requirements of business
- client expectations brief
- business mission, vision statements and objectives.

Assessors must satisfy NVR/AQTF assessor requirements.

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