



Australian Government

Department of Education, Employment and Workplace Relations

MEM22008A Manage change and technical development

Release: 1

MEM22008A Manage change and technical development

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers managing change and technical developments and acting as a catalyst in the implementation of technical innovation so that improvements in products and services are achieved.
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Application of the Unit

Application of the unit	This unit applies to managing significant change and technical developments of an organization's products, processes, systems or services or change and technical developments of product, process, system or service. It includes planning the introduction of technical change by identifying opportunities for change&technical development, consulted and negotiated with key players to establish need and implement and gather feedback on change and effectiveness; identifying and analysing alternative opportunities and change management techniques; documenting processes; managing emerging technical changes and opportunities. This unit only has application in qualifications that are not points based. Band: 0 Unit Weight: 0
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM16006A	Organise and communicate information

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. Participate in planning the introduction of technical change	1.1. Identify opportunities for technical improvements in products and systems. 1.2. Consult with designated individuals/groups to introduce technical and operational improvements/change.
2. Develop technically creative and flexible approaches and solutions	2.1. Identify and analyse alternative approaches to managing technical problems by research and reporting. 2.2. Review resource management to improve productivity and/or reduce costs.
3. Manage emerging technical changes and opportunities	3.1. Respond to the changing technical needs of customers/stakeholders. Assess risk associated with change. Ensure conformity to legislation, codes and national standards. 3.2. Keep individuals/teams informed of progress in the implementation of technical change. 3.3. Negotiate and implement recommendations for improving methods/techniques.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- preparing plans introduce technical change
- communicating change
- managing technical problems
- developing strategies to implement technical changes
- implementing technical change
- negotiations with stakeholders to facilitate implementation of technical change

Required knowledge

Look for evidence that confirms knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- opportunities to introduce technical improvements in products and systems
- the costs/benefits of introducing technical improvements
- procedures for introducing technical change
- all stakeholders affected by the introduction of technical change
- strategies to communicate details of proposed technical change(s)
- alternative approaches to managing technical problems
- the costs/benefits associated with the alternative approaches
- opportunities to improve resource utilisation
- the procedures to implement improved resource management techniques
- the risks and benefits associated with changes to resource management procedures
- changing needs of customers/stakeholders
- appropriate responses to the customers/stakeholders changing needs
- the risks and benefits associated with the proposed technical changes
- strategies to implement the appropriate technical change
- the procedures for keeping stakeholders informed of progress in the implementation of technical change
- the proposed benefits of the technical change being implemented

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

A person who demonstrates competency in this unit must be able to manage change and technical development. Competency in this unit cannot be claimed until all prerequisites have been satisfied.

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

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with managing change and technical development or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

EVIDENCE GUIDE**Guidance information for assessment****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.

Technical improvements	May be brought about by changes in client/market demand, improved process, competitor stances and a range of other interactions
Risk	Occupational health and safety, applicable regulations and the business implications of the technical change
Legislation, codes and national standards	May use relevant legislation, regulation, codes and national standards relevant to the workplace.
Technical change	May be implemented in one or more systems, processes or products. May or may not be due to the introduction of new technologies

Unit Sector(s)**Unit sector****Co-requisite units****Co-requisite units**

Co-requisite units		

Competency field

Competency field	Management and organisation
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