



Australian Government

MSS402011 Manage the impact of change on own work

Release: 1

MSS402011 Manage the impact of change on own work

Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills changed. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to MSS402010 Manage the impact of change on own work.

Application

This unit describes the skills and knowledge required to manage the impact of changes to own work that result from implementation of competitive systems and practices (CSP) in the organisation.

This unit applies to an individual who is required to identify the changes in their own work, resulting from implementation of CSP, to identify options for managing the impact of those changes and to implement improvements with assistance and input from others as required.

This unit applies to any organisation that is implementing competitive systems and practices.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify the impact of change on own work practices	1.1 Identify competitive systems and practices that have resulted in changes to workflow and/or work practices within team or work area 1.2 Examine changes to equipment and/or process and/or physical environment to identify impact on workflow and/or own work practices 1.3 Examine changes to identify impact on procedures and quality and other specifications relevant to own work 1.4 Examine changes to identify impact on relationships within team and with other teams 1.5 Examine changes to identify impact on data collection and processing needs 1.6 Examine changes to identify impact on health, safety and environment (HSE)

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2. Manage impact of change	2.1 Examine impacts from changes to determine new and/or revised work practices to address impacts 2.2 Identify any risks arising from new and/or revised work practices 2.3 Review risks with supervisor, team leader or manager to confirm risk management actions to be taken 2.4 Obtain any approvals required for new and/or revised work practices 2.5 Adopt changes to individual work practice 2.6 Seek assistance with any skills or other support needed to determine and/or adopt changes in work practices
3. Implement continuous improvement	3.1 Critically examine new and/or revised work practices to determine their effectiveness in addressing identified impacts of change 3.2 Identify areas for further improvement to address original or additional impact of change 3.3 Make recommendations for improvement in accordance with procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Oral communication skills to communicate issues, improvement ideas and development needs
- Numeracy skills to monitor improvements using familiar measures and data
- Learning skills to identify own development and assistance needs.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402011 Manage the impact of change on own work.

Links

Companion Volume Implementation Guides are found in VETNet – -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS402011 Manage the impact of change on own work

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- identify and implement at least 2 new and/or revised practices in own work that address the impact of change/s from implementation of competitive systems and practices
- monitor effect of the new and/or revised practices and identify at least one additional improvement to the revised practices or to address an impact of change.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features of at least 3 competitive systems and practices being applied in the workplace or relevant to the industry
- sources of data on the process, plant and/or equipment
- methods of determining own skill needs
- health, safety and environment (HSE) principles relevant to own job
- identifying impact of change on aspects of own work
- limits to own responsibility and authority
- change implementation contacts and procedures
- employee assistance mechanisms within organisation.
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources
- modelling of industry operating conditions, including:
 - implementation of at least one aspect of competitive systems and practices which impacts on learner's work.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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