



Australian Government

MSS405016 Manage workplace learning

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS405012 Manage workplace learning.

Application

This unit describes the skills and knowledge required to manage learning and skill development for employees within an organisation implementing competitive systems and practices.

This unit applies to people with responsibility for managing the identification of skills required by employees to participate in implementing competitive systems and practices; and arranging any associated learning. The unit does not cover trainer and assessor skills.

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

Pre-requisite Unit

Nil.

Competency Field

Competitive systems and practices

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Determine current skill requirements for employees	1.1	Establish range and stage of implementation of competitive systems and practices techniques in the organisation
	1.2	Consult with stakeholders on skill requirements for effective implementation of competitive systems and practices techniques used in the organisation
	1.3	Ensure records of skill mix currently required by employees are maintained in accordance with procedures

	1.4	Re-assess and monitor the skills required by employees as organisation requirements change
	1.5	Consult with stakeholders to predict new skill requirements arising from changes to products, processes, equipment or work organisation
2. Determine current skill mix of employees	2.1	Ensure current records of skill profile of individuals are maintained
	2.2	Consult with stakeholders and monitor the application of these skills in the workplace to ensure they remain current and valid
	2.3	Compare the actual and required skill mix for employees
3. Plan for skill development	3.1	Consult with employees and identify mismatch between skills possessed and used and skills required
	3.2	Identify new skills required due to anticipated changes
	3.3	Consult with stakeholders to determine the best way to refresh existing skills and develop new skills
	3.4	Develop individual skill development programs
	3.5	Ensure skill development arrangements are implemented in accordance with procedures
4. Forecast possible future skill needs	4.1	Examine strategic directions of organisation
	4.2	Discuss possible future directions with stakeholders
	4.3	Determine possible long-term future skill requirements in consultation with stakeholders
	4.4	Write plan to implement ongoing skill development to meet future skill requirements

Foundation Skills

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

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS405012 Manage workplace learning.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: -

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

Assessment Requirements for MSS405016 Manage workplace learning

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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:

- managed learning and skill development for employees of at least 1 organisation implementing competitive systems and practices.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- features and benefits of common competitive operational practices in own workplace
- skills analysis methods and how to access skill analysis from experts
- skill development methods and how to access skill development programs from experts
- electronic and other systems to record and maintain training and skills records
- competitive systems and practices formal qualifications and units of competency
- processes and products of the organisation
- current processes and principles of operation to enable communication with others on the impact of competitive operational changes
- sources of data on the processes and products of the organisation and implications for workplace learning.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

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

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