



Australian Government

Assessment Requirements for MSS405046 Manage workplace learning

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance criteria changed. Assessment requirements changed. Workplace outcome changed. Supersedes and is not equivalent to MSS405016 Manage workplace learning and MSS407008 Capture learning from daily activities in an organisation.

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:

- manage workplace learning for an organisation or section of an organisation comprising at least 5 people.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic structure for defining development activities including:
 - areas of common skills and knowledge
 - groups of employees with common development needs
 - individual needs
 - possible methods appropriate to development needs and cohorts
 - costs, scheduling and other logistics and constraints relevant to development activities
- common methods to address skill and other development needs for groups and individuals including:
 - nationally accredited qualifications, skill sets and units of competency (or their replacements)
 - non-accredited on and off-the-job training, refresher or professional development courses
 - training from equipment suppliers
 - informal or ad hoc training
 - workplace mentoring and/or skill sharing
 - other methods preferred by the organisation
- how to evaluate and select external skills analysis and skill development services
- common electronic and manual systems to maintain records of employee training and skills
- use of competitive systems and practices units of competency to inform identification of skill needs and responses
- features and benefits of common competitive operational practices in own workplace

- current processes and principles of operation to enable communication with others on the impact of competitive operational changes
- identifying learnings from operational activities including formal and informal feedback, projects, problem-solving
- sources of data on the processes and products of the organisation and implications for workplace learning
- underpinning values relevant to competitive systems and practices including:
 - respect for people
 - respect for process
 - transparency and culture of learning
 - go and see and/or go to the source decision-making
- techniques to promote a safe respectful environment for communication and learning.

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:
 - functioning competitive systems and practices environment.

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

Links

Companion Volume Implementation Guides are found in VETNet -

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