



Australian Government

NWPGEN015 Develop an operational plan

Release: 1

NWPGEN015 Develop an operational plan

Modification History

Release	Comments
1	This unit was released in NWP Water Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to develop, implement and monitor an operational plan to provide efficient and effective workplace practices within the organisation.

This unit applies to those working with specific responsibility for managing the work of others and operating within the parameters of a broader business plan.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously in a supervisory capacity, making independent decisions while performing sophisticated tasks in a range of contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare an operational plan	1.1 Research, analyse and document resource requirements to develop an operational plan in consultation with relevant stakeholders. 1.2 Develop and implement consultation processes as a part of the operational planning process. 1.3 Ensure the operational plan includes key performance indicators to measure organisational performance.

	1.4 Develop and implement contingency plans for the operational plan. 1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources. 1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams and stakeholders.
2. Plan and manage resource acquisition	2.1 Determine resources according to productivity and budgetary requirement. 2.2 Develop and implement strategies to ensure that physical resources and services are acquired. 2.3 Allocate resources according to the operational plan.
3. Monitor and review operational performance	3.1 Develop, monitor and review performance systems and processes to assess progress in productivity plans and targets. 3.2 Analyse and interpret budget and actual financial information to monitor and review profit and productivity performance. 3.3 Identify areas of under-performance, recommend solutions and take prompt action to rectify the situation. 3.4 Negotiate recommendations for variations to operational plans and gain approval from stakeholders. 3.5 Develop and implement systems to ensure that procedures and records associated with documenting performance are managed.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037>

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Assessment Requirements for NWPGEN015 Develop an operational plan

Modification History

Release	Comments
1	These Assessment Requirements were released in NWP Water Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting a range of complex and technical documents, including relevant:
 - regulatory, legislative, licensing and organisational requirements
 - codes and standards
 - specifications
 - organisational policies
- communicating effectively with a range of relevant parties to articulate complex ideas
- analysing and evaluating reports
- varying the operational plan and dealing with contingencies
- interpreting, maintaining and checking records and documents
- identifying opportunities for improved water management
- monitoring assets to ensure performance meets specifications in management plans
- analysing problems and applying appropriate remedial solutions
- implementing and reviewing standard operating procedures

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- relevant legislation, standards and workplace policies and procedures
- budgeting processes
- performance monitoring systems and processes
- methods for problem solving

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

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

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