



Australian Government

NWPGEN031 Develop an operational plan

Release: 1

NWPGEN031 Develop an operational plan

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Application

This unit involves the skills and knowledge required to develop an operational plan.

It includes developing, implementing and monitoring 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. Those undertaking this unit would work autonomously, usually with supervisory responsibilities, while performing complex tasks in a range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare an operational plan

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Develop consultation processes as part of the operational planning process
- 1.2** Research the organisational, strategic and operational

- plans and establish links to the current year's priorities
- 1.3 Identify and review resources inventory and conduct a currency analysis
 - 1.4 Establish resource requirements for the yearly operational plan
 - 1.5 Research and document the current operational performance against the organisational operational strategies
 - 1.6 Consult with stakeholders to develop a draft yearly operational plan including operational strategies and key performance indicators
 - 1.7 Develop and implement contingencies for the operational plan
 - 1.8 Obtain approval for the plan from relevant personnel and communicate the plan to relevant personnel and stakeholders
- 2 Plan and manage resource acquisition and allocation**
- 2.1 Determine resources according to productivity and budgetary requirements
 - 2.2 Develop and implement strategies to ensure physical resources and services are acquired
 - 2.3 Allocate resources according to operational strategies and budgetary requirements
 - 2.4 Develop operational asset acquisition business cases
 - 2.5 Develop tools and equipment management strategies
- 3 Monitor and review operational performance**
- 3.1 Develop, monitor and review performance systems and processes for plans, rosters and strategies
 - 3.2 Analyse and interpret budget and actual financial information to monitor and review 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 report operational performance outcomes

to key stakeholders

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to NWPGEN015 Develop an operational plan.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037>

Assessment Requirements for NWPGEN031 Develop an operational plan

Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- analysing and evaluating reports
- analysing problems and applying appropriate remedial solutions
- consulting and communicating effectively with relevant personnel and stakeholders to articulate information
- developing a resource schedule including:
 - after hour vehicle usage
 - on-call roster
 - rostered day and annual leave plans
- identifying opportunities for improved water management
- implementing and reviewing standard operating procedures
- interpreting a range of complex and technical documents, including relevant:
 - codes and standards
 - organisational policies
 - regulatory, legislative, licensing and organisational requirements
 - specifications
- interpreting, maintaining and checking records and documents
- monitoring assets to ensure performance meets specifications in management plans
- varying the operational plan and developing and implementing contingencies

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- asset acquisition requirements
- budgeting processes
- methods for problem solving
- national performance indicators
- organisational operational strategies and key performance indicators

- performance monitoring systems and processes
- relevant legislation, industry standards and workplace policies and procedures
- resources inventory requirements
- resource requirements including:
 - equipment
 - labour
 - plant

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037>