



Australian Government

Department of Education, Employment and Workplace Relations

NWP701A Contribute to the development of a complex water organisation

Revision Number: 2

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Modification History

NWP701A Release 2: Layout adjusted. No changes to content.

NWP701A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to combine a detailed understanding and analysis of the water industry with existing in-depth technical skills to optimise personal contribution to the water organisation. The ability to synthesise data from a variety of sources to support planning and decision making, together with the application of analytical skills to review and refine organisational policies, plans and processes are essential to performance.

Application of the Unit

This unit supports the attainment of skills and knowledge required for managers and senior technical practitioners from a variety of disciplines and backgrounds who are applying their skills to the management of a function, team or division within the water organisation. The unit has particular application for new entrants to the industry who have higher education qualifications but who do not have relevant industry experience.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Analyse structure and challenges of the water industry	1.1 Review and analyse structure, size, diversity and role of the water industry in Australia. 1.2 Review legislative requirements underpinning operations of water organisation and analyse their application. 1.3 Review and analyse major and strategic factors that impinge on organisation's capacity to meet community's current and future water supply needs.
2 Analyse structure and service delivery of the organisation	2.1 Review and analyse organisational structure, plans, services, and service charter of organisation. 2.2 Review and analyse infrastructure and systems used to deliver services. 2.3 Review current and projected performance of organisation and its service delivery against relevant plans and performance indicators. 2.4 Identify, document and communicate relevant opportunities for improvement to service delivery.
3 Plan for environmental sustainability	3.1 Review and assess strategic factors that impinge on development and application of environmentally sustainable practices. 3.2 Review and assess organisation's relevant environmental management policies and objectives. 3.3 Review and audit effectiveness of current environmental processes and practices against organisation's environmental management plans. 3.4 Identify, document and communicate opportunities to improve environmental policies and practices.
4 Improve policies, plans and processes	4.1 Review and analyse policies, plans and processes within own scope of authority. 4.2 Review opportunities to improve policies, plans and processes in consultation with relevant personnel. 4.3 Document and communicate recommendations and outcome of review of policies, plans and processes.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- interpret, analyse and review complex policy and industry documentation
- interpret, analyse and apply relevant legislative requirements
- apply analytical skills to review of policies, plans and procedures
- consult and communicate with internal and external groups and individuals
- retrieve and evaluate information
- communicate effectively
- prepare reports
- use literacy skills in regard to verbal and written communication in the workplace
- solve problems.

Required knowledge:

- the structure of the water industry, networks, relationships, stakeholders and interests
- the economic, environmental, social and political issues and trends influencing the water and allied industries
- organisational structure, policies, strategic plans, and operating procedures
- organisational contracts, services, assets and infrastructure
- principles and methods for reviewing, auditing and monitoring organisational and system performance
- relevant legislative and licensing requirements and their implementation issues and accountability.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to combine a detailed understanding and analysis of the water industry with existing in-depth technical skills to optimise personal contribution to the water organisation including:

- researching industry structure, size and trends
- reviewing and critically evaluating industry and organisational data to form evidence-based assessments and decisions
- conducting reviews of current policies, plans and processes to deliver improved outcomes
- preparing reports and communicating outcomes effectively to other organisational leaders

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition

(RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time

- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative requirements may include:

- relevant federal and state or territory legislation
- relevant local government by-laws
- relevant government and non-government policies and regulations
- relevant community planning and development agreements, such as land care agreements

Environmentally sustainable practices may include:

- minimising factors that contribute to environmental degradation
- directly or indirectly minimising production of greenhouse gases
- other contributing factors, including:
 - minimisation of waste materials
 - correct use of enterprise vehicles and machinery
 - re-use or recycling of trade materials where possible
- overall reduction of energy usage through general awareness
- use of appropriate technologies
- licensing agreements
- proper disposal of waste materials
- restriction of burning off
- correct handling of toxic substances
- containment of chlorofluorocarbons and other hazardous substances

Unit Sector(s)

Not applicable.

Competency field

Leadership.