



Australian Government

RIIBEF601D Conduct business negotiations

Release: 2

RIIBEF601D Conduct business negotiations

Modification History

Release	Comment
1	This unit replaces RIIBEF601A Conduct business negotiations.
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to conduct business negotiations in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Elements and Performance Criteria

1 Establish and confirm the organisation's objectives	1.1 Access, interpret and apply business negotiation documentation and ensure the work activity is compliant 1.2 Identify and target available business opportunities 1.3 Facilitate discussions with stakeholders to develop strategies and ideas to meet objectives 1.4 Analyse information to allow for assessment of the short-term and long-term position of the business 1.5 Ensure agreed decisions and recommendations fall within the operations business objectives and legislative requirements
2 Conduct business negotiations	2.1 Consult and/or lobby key stakeholders who can assist in achieving the objectives 2.2 Ensure preparation for the meeting is sufficient to enable effective business negotiation and to achieve desired objectives 2.3 Ensure contributions to the negotiations are clear,

	concise and relevant to achieving business objectives 2.4 Document/record in writing key outcomes of negotiations
3 Evaluate negotiation outcomes	3.1 Evaluate outcomes of negotiations 3.2 Refer outcomes of negotiations to key stakeholders 3.3 Review outcomes of negotiations for improvement 3.4 Follow up, and circulate as necessary, outcomes and decisions

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIBEF601A Conduct business negotiations

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIBEF601D Conduct business negotiations

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient conduct of business negotiations including:
 - initiating decision making actions
 - establishing the rules of procedure
 - identifying the information needs of participants
 - actively encourage the free exchange of information
 - encouraging decisions which are realistic for the situation
- works effectively others to undertake and conduct business negotiation that meet all of the required outcomes including:
 - adopt communications styles appropriate to listeners and situations, including selecting an appropriate time and place
 - modifying communications in response to feedback from participants
- demonstrates completion of conducting business negotiations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - analysing information to determine long term and short term position of the business
 - identifying viable options and selects business negotiations methods that best meet the required outcomes
 - conducting business negotiations
 - evaluation negotiation outcomes

- communicating business decision outcomes to the relevant people

Knowledge Evidence

The candidate must demonstrate knowledge of conducting business negotiations through:

- advanced written and oral communication methods
- organisational goals and objectives
- subject/product knowledge
- statutory and site rules, policies, procedures and regulations
- worksite operating procedures
- risk management processes and techniques
- risk control and management systems
- reporting and recording procedures
- accessing, evaluating and applying data from organisational systems
- action planning method

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience

Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

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