



Australian Government

RIIBEF601E Conduct business negotiations

Release: 1

RIIBEF601E Conduct business negotiations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to conduct business negotiations in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish and confirm the organisation's objectives	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to conduct business negotiations 1.3 Identify and target available business opportunities 1.4 Facilitate discussions with stakeholders to develop strategies and ideas to meet objectives 1.5 Analyse information to allow for assessment of the short-term and long-term position of the business 1.6 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 negotiations and to achieve desired objectives 2.3 Ensure contributions to the negotiations are clear, concise and

ELEMENT	PERFORMANCE CRITERIA
	relevant to achieving business objectives 2.4 Document/record in writing key outcomes of negotiations according to workplace procedures
3. Evaluate negotiation outcomes	3.1 Evaluate outcomes of negotiations according to workplace procedures 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

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	Conveys information and requirements clearly, and listens carefully
Reading	Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	- Demonstrates an understanding of the ways in which variables impact on decision outcomes - Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders
Oral communication	Articulates requirements and responsibilities clearly and distinctively, using industry standard technical language intended for audience and environment

Unit Mapping Information

Supersedes and is equivalent to RIIBEF601D Conduct business negotiations.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIBEF601E Conduct business negotiations

Modification History

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- conduct business negotiations on at least two occasions, including:
 - analysing information to determine long term and short term position of the business
 - identifying viable options and selecting business negotiations methods that best meet the required outcomes
 - conducting business negotiations
 - evaluating negotiation outcomes
 - initiating decision making actions
 - establishing the rules of procedure
 - identifying the information needs of participants
 - actively encouraging the free exchange of information
 - encouraging decisions which are realistic for the situation
 - adopting communications styles appropriate to listeners and situations, including selecting an appropriate time and place
 - modifying communications in response to feedback from participants
 - communicating business decision outcomes to the relevant people.

During the above, the candidate must:

- locate and apply relevant documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for conducting business negotiations
- work effectively with others to conduct business negotiations in a way that meets all required outcomes
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key policies, procedures and documentation required to conduct business negotiations
- 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
- principles and techniques for accessing, evaluating and applying data from organisational systems
- action planning methods
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to conducting business negotiations
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 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.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**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 a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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