



Australian Government

RIIBEF602E Establish and evaluate operational performance management systems

Release: 1

RIIBEF602E Establish and evaluate operational performance management systems

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 establish and evaluate operational performance management systems 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. Identify and research organisation's needs	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to establish and evaluate operational performance management systems 1.3 Analyse goals, objectives and strategies of the organisation to determine the type of research required 1.4 Investigate and analyse operating environments to develop options, strategies and anticipated outcomes 1.5 Prepare research brief stating the objectives and outcomes, and the requirements for presentation of information 1.6 Develop and implement strategies that translate the objectives into the planning process 1.7 Evaluate existing system and equipment suitability 1.8 Research, evaluate, select and purchase new equipment

ELEMENT	PERFORMANCE CRITERIA
	1.9 Analyse and interpret research information to establish options and opportunities
2. Prepare business plans and budgets	2.1 Involve internal and external stakeholders in the planning process, using their contribution effectively and gaining support for the outcomes 2.2 Prepare and present written and numerical business plans and budgets including contingency plans according to workplace procedures 2.3 Prepare written plans that contain a clear statement of priorities and schedules 2.4 Provide contingency plans in the event that all resources are not secured or the situation changes 2.5 Identify all resources required for plans and strategies and how they will be acquired and utilised 2.6 Develop written implementation plans and schedules incorporating support from all stakeholders
3. Design and implement performance indicators	3.1 Set and agree to performance targets 3.2 Establish and monitor performance targets systems 3.3 Establish and gain agreement on reporting mechanisms 3.4 Ensure that performance evaluation criteria will enable recommendations.
4. Monitor and review performance	4.1 Interpret and analyse all performance information to compare budget/forecast/past performance and actual/current performance 4.2 Prepare and gain agreement on operating budgets with relevant stakeholders 4.3 Establish systems to monitor performance measures using appropriate technology according to workplace procedures 4.4 Identify variations in performance and take action to rectify out-of-specification results 4.5 Make recommendations regarding future planning within the organisation's continuous improvement processes 4.6 Produce and analyse management reports according to workplace procedures 4.7 Present operational performance information in accurate, clear and concise manner, appropriate to audience
5. Explain the cause of success or failure in performance	5.1 Base explanations of the cause of performance success or failure on sufficient, reliable evidence 5.2 Explain performance outcomes in an accurate, clear and concise manner appropriate to the audience 5.3 Evaluate, consider and present alternate explanations for

ELEMENT	PERFORMANCE CRITERIA
	performance 5.4 Incorporate lessons drawn from success or failure in future operational planning and continuous improvement activities

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
Initiative and enterprise	Demonstrates an understanding of the strategic and operational trends to achieve work goals, enhance work processes, create opportunities and reduce risks

Unit Mapping Information

Supersedes and is equivalent to RIIBEF602D Establish and evaluate operational performance management systems.

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 RIIBEF602E Establish and evaluate operational performance management systems

Modification History

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

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:

- establish and evaluate operational performance management systems on at least two occasions, including:
 - identifying viable options and selecting an operational performance management system that best meet the required outcomes
 - preparing a business plan to convey project deliverables, budgets and management
 - preparing and presenting management reports
 - preparing an operational budget and forecasting trends within the budget report
 - analysing and reviewing production costs and equipment/plant operating costs
 - coordinating resources human, financial and physical
 - controlling operating costs
 - negotiating with internal/external customers, community and statutory/legal authorities to gain statutory/legal approvals.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for establishing and evaluating operational performance management systems
- work effectively with others to establish and evaluate operational performance management systems 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 legislation required to establish and evaluate operational performance management systems
- key policies, procedures and documentation required to establish and evaluate operational performance management systems
- site quality systems
- resource quantification
- financial models
- negotiation techniques
- 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 establishing and evaluating operational performance management systems
 - 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.

Links

Companion Volume implementation guides is found on VETNet -

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

