



Australian Government

RIIBEF603D Manage the decision making process

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIIBEF603A Manage decision making process.
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 manage the decision making process in the Resources and Infrastructure Industries.

This unit is appropriate for those in a management role.

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 Plan and prepare to establish the decision making process	1.1 Access, interpret and apply decision making documentation and ensure the work activity is compliant 1.2 Develop policies expressing the commitment to decision making at the appropriate level 1.3 Define and allocate responsibilities and duties which allow the implementation and integration of the decision making process 1.4 Develop systems and procedures to provide the appropriate information to manage the decision making process 1.5 Provide information to the level necessary for effective decision making 1.6 Promptly notify, areas impacted, of decisions made beyond the decision maker's area of responsibility
2 Obtain and analyse the information needed for decision making	2.1 Research the advice and information needs of recipients, considering their roles and business constraints 2.2 Identify the information needed to make the required

	decisions at the various levels/sections of the business 2.3 Select information which is accurate, relevant to the objectives, and sufficient to make decisions 2.4 Ensure that methods of obtaining information are compliant with the organisations' values, policies and legal requirements 2.5 Take prompt and effective remedial action where information is inadequate, contradictory or ambiguous 2.6 Use methods of analysis which achieve the objectives, identify patterns and trends, and lead to clear conclusions 2.7 Ensure that a written record of the analysis is sufficient to explain assumptions and decisions made at each stage
3 Make decisions	3.1 Base decisions on sufficient, valid and reliable information and analysis 3.2 Ensure that decisions are compliant with the organisation's values, policies, guidelines, procedures and legal requirements 3.3 Make decisions in time for appropriate action to be taken
4 Advise and inform others	4.1 Make timely decisions and communicate clearly to those who need to know 4.2 Provide advice and information at a time and place, and in a form and manner appropriate to the needs of recipients 4.3 Provide written and verbal information which is accurate, current, relevant and sufficient 4.4 Provide advice which is consistent with policy, procedures and constraints and supported by reasoned arguments and appropriate evidence 4.5 Confirm recipients' understanding of the advice and information provided 4.6 Use feedback from recipients to improve the way advice and information is provided 4.7 Use feedback processes to monitor the implementation and impact of 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

RIIBEF603A Manage decision making process

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 RIIBEF603D Manage the decision making process

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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 procedures and techniques for the safe, effective and efficient management of decision-making processes including:
 - produce a variety of solutions before taking a decision
 - produce own ideas from experience and practice
 - take decisions which are realistic for the situation
 - take decisions in uncertain situations or based on restricted information when necessary
- works effectively with others to undertake and complete the management of decision-making processes including:
 - adopting communication styles appropriate to listeners and situations, including selecting an appropriate time and place
 - creating and preparing strategies for influencing others
 - understanding the culture of the worksite and act to work within it or influence it
 - establishing information networks to search for and gather relevant information
 - seeking information from multiple sources
- demonstrates completion of managing decision making processes that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - identifying relevant information and scope of the work required to meet the required outcomes

- identifying viable options and the selection of decision-making processes that best meet the required outcomes
- developing systems and procedures to facilitate the decision making process
- using research techniques to gather and verify information and data to resolve issue
- analysing information to determine appropriate solution
- using written and verbal reporting methods to communicate actions take and decisions made

Knowledge Evidence

The candidate must demonstrate knowledge of managing the decision making process:

- applying legislative, organisation and site requirements and procedures for:
 - strategic planning
 - establishing or maintaining industrial awards/enterprise agreements
 - establishing and maintaining work health and safety principles, strategies and application
 - organisational change and development
 - statutory and site rules, policies, procedures and regulations
- corporate, group and individual goal setting techniques
- corporate planning model and techniques
- critical path analysis and planning methods and techniques
- action planning methods
- information technology

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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