



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>