



Australian Government

Assessment Requirements for RIILAT601D

Manage group processes

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIILAT601A Manage group processes
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.

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
- demonstrates completion of managing group processes that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - establish processes that encourage participation and diversity of group activity
 - planning work targets and work plans that meet the objectives in consultation with others
 - adopting communication styles appropriate to listeners and situations, including selecting an appropriate time and place
 - providing consistent management and demonstration of appropriate participation of group processes
 - encouraging participation and decision making of all group members
 - keeping others informed about plans and progress
 - making time available to support groups and individuals
 - showing sensitivity to the needs and feelings of others
 - actively listens to feedback and responds respectfully
 - providing feedback designed to improve people's future performance
 - setting clear objectives and create cultures which are ethical
 - clearly identifies and raises ethical concerns in the group
 - working toward the resolution of ethical dilemmas based on reasoned approaches
 - exploring options and makes decisions which are realistic for the situation

- identifying issues and possible issues that stimulate emotional conflict
- focussing on facts, problems and solutions when handling an emotional or conflict situation
- documenting consistent or significant situations, consultation processes and the steps used to resolve conflict

Knowledge Evidence

The candidate must demonstrate knowledge of managing group processes through:

- relevant industrial awards/enterprise agreements
- advanced negotiation techniques
- human resource management
- strategic planning
- organisational change and development
- standards for statutory and site rules, policies, procedures and regulations
- assertive techniques
- action planning methods

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 is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated 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; 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

Links

Companion Volume implementation guides are found in VETNet -

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