



Australian Government

TLIP0007 Facilitate and capitalise on change in the workplace

Release: 1

TLIP0007 Facilitate and capitalise on change in the workplace

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to facilitate and capitalise on change within the workplace.

It includes identifying and developing creative and flexible strategies to situations requiring change, participating in planning for the introduction of change and managing the facilitation of change in the workplace.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement for self and others in facilitating and capitalising on change and innovation in the workplace.

Work involves responsibility for facilitating change in the workplace and leading others individually or in teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Identify and develop creative and flexible strategies to situations requiring change

- 1.1 Opportunities are taken to respond to the changing needs of the organisation and its stakeholders
- 1.2 Alternative approaches to managing workplace issues, problems and opportunities are identified and analysed
- 1.3 Risks are assessed and action is taken to achieve a recognised benefit or advantage to the organisation
- 1.4 Creative and responsive strategies are developed in consultation with relevant stakeholders
- 1.5 Suggested strategies are assessed against resource management, productivity, reduction of costs and/or the competitive environment

2 Participate in planning the introduction of change

- 2.1 Information collected from consultation processes is collated and reviewed then forwarded to relevant personnel for consideration
- 2.2 Plans to introduce change are confirmed with relevant stakeholders
- 2.3 Organisation objectives and plans to introduce change are explained clearly to stakeholders

3 Manage the facilitation of change

- 3.1 Stakeholders are encouraged and supported to respond effectively and efficiently to changes in organisation goals, plans and priorities
- 3.2 Coaching and mentoring are used to assist stakeholders to develop competencies to handle change efficiently and effectively
- 3.3 Stakeholders are kept informed of progress in the implementation of change
- 3.4 Change management processes are monitored
- 3.5 Recommendations for improving the methods/techniques to manage change are negotiated with stakeholders

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIP4002 Facilitate and capitalise on change in the workplace.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIP0007 Facilitate and capitalise on change in the workplace

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others when planning and facilitating the introduction of change and innovation in the workplace
- completing relevant documentation
- consulting and assessing organisation and stakeholder requirements for change and innovation
- modifying activities dependant on the need for change
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures and information
- reporting and/or rectifying identified problems that may arise in accordance with regulatory requirements and workplace procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- working collaboratively with others when planning and facilitating the introduction of change and innovation in the workplace
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- change management principles
- facilitation principles
- future industry or organisation needs
- negotiation techniques
- operational business planning systems and resources
- relevant regulatory and code requirements
- relevant workplace business management policies and practices, including requirements for maintaining security and confidentiality

- typical problems that can occur when planning and facilitating the introduction of changes and innovations in the workplace, and related appropriate actions that can be taken
- workplace policies and procedures for facilitating and capitalising on change in the workplace.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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