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Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au .
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

Section 2: Unit of competency information

2.1 Unit of competency

BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

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

Unit Sector

Management and Leadership – Management

2.2 Unit of competency assessment requirements

Assessment Requirements for BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance evidence	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> develop and implement an operational plan using a variety of information sources and consultation (including using specialist advice if required) which includes: <ul style="list-style-type: none"> resource requirements key performance indicators monitoring processes contingency plans communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures including: <ul style="list-style-type: none"> recruiting, inducting and developing personnel acquiring physical resources and services protecting intellectual property making variations to the plan monitoring and documenting performance. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
Knowledge evidence	<p>To complete the unit requirements safely and effectively, the individual must:</p> <ul style="list-style-type: none"> describe models and methods for operational plans explain the role of an operational plan in achieving the organisation's objectives explain budgeting processes list alternative approaches to developing key performance indicators to meet business objectives outline the legislative and regulatory context relevant to the operational plan of the organisation outline the organisation's policies, practices and procedures that directly relate to the operational plan.

3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBMGT517 Manage operational plan*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Develop operational plan	
Suggested time allocation: Suggested resources: <ul style="list-style-type: none">• Recommended reading• Slide presentation software	Slide nos: 2–12
Recommended reading	Terminology checklist
Aspire learner guide <i>BSBMGT517 Manage operational plan</i> , Release 1 Topic 1: Develop operational plan	<ul style="list-style-type: none">• Operational plan• Planning model• Goal-based planning• Alignment planning model• Scenario planning• Self-organising planning• Physical resources• Input services• Client base• Dependencies• Financial resources• Key performance indicators (kpis)• Benchmark• Balanced scorecard• Contingency• Risk assessment matrix• Contracting/outourcing• Diversification of outcomes• Raw materials and consumables• Recycling and re-using• Rental, hire purchase or alternative means of procurement• Risk identification, assessment and management processes• Succession planning• Disaster recovery plan

3.3 Learning mapping

BSBMGT517 Manage operational plan, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Develop operational plan	Topic 1: Develop operational plan	n/a	n/a
1.1 Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers	1A Understand and document resource requirements and develop plan in consultation with relevant people	1	LC 1: Part A 1, 9 Part B 1
1.2 Develop and/or implement consultation processes as an integral part of the operational planning process	1B Develop and/or implement consultation processes as an integral part of the operational planning process	2	LC 1: Part A 2, 3, 9 Part B 2
1.3 Ensure the operational plan includes key performance indicators to measure organisational performance	1C Ensure the operational plan includes key performance indicators	3	LC 1: Part A 9 Part B 3
1.4 Develop and implement contingency plans for the operational plan	1D Develop and implement contingency plans for the operational plan	4	LC 1: Part A 5, 6, 9
1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources and seek specialist advice as required	1E Support proposals for resource requirements with a variety of information sources	5	LC 1: Part A 4, 9
1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams	1F Obtain approval for the plan and explain the plan to work teams	6	LC 1: Part A 9 Part B 4
Element 2: Plan and manage resource acquisition	Topic 2: Plan and manage resource acquisition	n/a	n/a

4.3 Assessment mapping

BSBMGT517 Manage operational plan, Release 1

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Develop operational plan					
1.1 Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers		P1	P1		
1.2 Develop and/or implement consultation processes as an integral part of the operational planning process		P4	P4		
1.3 Ensure the operational plan includes key performance indicators to measure organisational performance		P5	P5		
1.4 Develop and implement contingency plans for the operational plan		P6	P6		
1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources and seek specialist advice as required		P9	P9		
1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams		P12	P12		
Element 2: Plan and manage resource acquisition					

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	BSBMGT517 Manage operational plan, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questioning	<input type="checkbox"/>
	<input type="checkbox"/> Part B – Project: Managing an operational plan at BizOps Enterprises	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part C – Project: Managing an operational plan at work	
	<input type="checkbox"/> Part D – Observation	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part E – Third-party report	