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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
<b>Australian Qualifications Framework</b> 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: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a> .
<b>Volume of learning</b> 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: <a href="http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf">www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</a>	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

#### BSBMGT615 Contribute to organisation development

##### 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 contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals.

It applies to individuals with organisation wide responsibilities who are critically involved in shaping and focussing the organisation so that it can adapt to new technologies, challenges and markets.

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 BSBMGT615 Contribute to organisation development

#### Modification History

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

<b>Performance evidence</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"><li>analyse information and data about the organisation and develop an organisation development plan including:<ul style="list-style-type: none"><li>agreed objectives</li><li>change management and communications strategies</li><li>identified roles</li></ul></li><li>implement the development plan including:<ul style="list-style-type: none"><li>developing the team</li><li>managing conflict</li><li>solving problems</li></ul></li><li>consult and communicate effectively with relevant stakeholders to:<ul style="list-style-type: none"><li>determine agreed objectives and outcomes</li><li>manage conflict</li><li>monitor and promote participation in and support for the development activities</li></ul></li><li>evaluate the development plan and make adjustments as appropriate.</li></ul> <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
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## 3.3 Learning mapping

*BSBMGT615 Contribute to organisation development, Release 1*

Unit of competency	Content	Practice tasks	Learning checkpoint
<b>Element 1: Develop organisation development plan</b>			
1.1 Analyse strategic plans to determine organisation development needs and objectives	1A Analyse a strategic plan to determine organisation development needs and objectives	1	LC 1: Part A 1, 2 Part B 5
1.2 Consult with relevant groups and individuals to profile the organisation's culture and readiness for organisational development	1B Profile the organisation's culture through consultations and identify techniques for changing the culture where necessary	2	LC 1: Part B 1, 2
1.3 Determine who will take key roles in the organisational development process and confirm their commitment	1C Determine who will take key roles and confirm their commitment	3	LC 1: Part B 1, 2
1.4 Collect and analyse data on areas of the business experiencing problems or that need realignment	1D Collect and analyse data on business problems 2B Develop collaborative approaches to problem-solving and facilitate groups to articulate problems and propose solutions	4	LC 1: Part B 1, 3, 4
1.5 Determine and agree on objectives and strategies for organisational development	1E Determine and agree on objectives and strategies for organisation development	5	LC 1: Part B 2

## Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

<b>Complete the following task</b>	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
<b>Select and complete one of the following</b>	Part B – Project: Contributing to organisation development at BizOps Enterprises You will demonstrate your skills and knowledge by completing a project using a case study or simulated environment. OR Part C – Project: Contributing to organisation development at work You will demonstrate your skills and knowledge by completing a project in your workplace.
<b>Select and complete one of the following</b>	Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor.

## Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

## How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	BSBMGT615 Contribute to organisation development, Release 1
Assessment tasks selected:	<p>Part A – Questioning</p> <p>Select and complete one of the following:</p> <p><input type="checkbox"/> Part B – Project: Contributing to organisation development at BizOps Enterprises OR</p> <p><input type="checkbox"/> Part C – Project: Contributing to organisation development at work</p> <p>Select and complete one of the following:</p> <p><input type="checkbox"/> Part D – Observation OR</p> <p><input type="checkbox"/> Part E – Third-party report</p>

## 4.3 Assessment mapping

*BSBMGT615 Contribute to organisation development, 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
<b>Element 1: Develop organisation development plan</b>					
1.1 Analyse strategic plans to determine organisation development needs and objectives		P1	P1		
1.2 Consult with relevant groups and individuals to profile the organisation's culture and readiness for organisational development	Q2, Q3	P2	P2		
1.3 Determine who will take key roles in the organisational development process and confirm their commitment		P1	P1	O4	O4
1.4 Collect and analyse data on areas of the business experiencing problems or that need realignment				O6	O6
1.5 Determine and agree on objectives and strategies for organisational development				O7	O7
1.6 Consider change management techniques required to achieve the workplace culture outcomes and build them into the organisation development plan	Q4	P5	P5		
1.7 Develop communication/education plans to achieve communication objectives in relation to the desired work environment and desired approach to problem solving and developmental activities		P4	P5	O8	O8
<b>Element 2: Implement organisation development activities</b>					



## 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

<b>Training organisation name:</b>		
<b>Candidate name:</b>		
<b>Unit code and title:</b>	BSBMGT615 Contribute to organisation development, Release 1	
<b>Assessor name:</b>		
<b>Assessor email:</b>		
<b>Assessor phone number:</b>		
<b>Assessment tasks:</b>		<b>Satisfactorily completed</b>
	Part A – Questioning	<input type="checkbox"/>
	<input type="checkbox"/> Part B – Project: Contributing to organisation development at BizOps Enterprises	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part C – Project: Contributing to organisation development at work	
	<input type="checkbox"/> Part D – Observation	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part E – Third-party report	