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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
<p>Australian Qualifications Framework</p> <p>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.</p> <p>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.</p>	<p>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.</p>
<p>Volume of learning</p> <p>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</p>	<p>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.</p>

Section 2: Unit of competency information

2.1 Unit of competency

BSBMGT616 Develop and implement strategic plans

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 establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

It applies to individuals working in senior roles in the organisation who have responsibility for ensuring that the organisation is positioned to ensure its long-term viability and success.

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 BSBMGT616 Develop and implement strategic plans

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"> consult and communicate effectively with relevant stakeholders to: <ul style="list-style-type: none"> confirm or revise the organisation's mission, vision and values validate findings of research and analysis get input to and endorsement of strategic plans brief relevant parties about the plan analyse organisation's internal and external environment to formulate strategic plans including: <ul style="list-style-type: none"> background and research relevant to the plan legislation, regulations and codes of practice, including for intellectual property objectives, strategies and priorities roles and responsibilities performance indicators timeframes consideration of co-operative ventures cost-benefit and risk analysis seek advice from appropriate experts wherever necessary monitor and evaluate the implementation of the plan and make refinements as appropriate review effectiveness of planning processes and identify opportunities for improvement. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
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3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBMGT616 Develop and implement strategic plans*. 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: Confirm organisational vision and mission	
Suggested time allocation: 15 hours Suggested resources: <ul style="list-style-type: none"> Recommended reading Slide presentation software 	Slide nos: 2–13
Recommended reading	Terminology checklist
Aspire learner guide <i>BSBMGT616 Develop and implement strategic plans</i> , Release 1 Topic 1: Confirm organisational vision and mission	<ul style="list-style-type: none"> Strategic plan Mission Vision Research and develop SWOT analysis Review inputs Develop a strategy Implement Monitor and review strategy Values Iceberg Model of Competence
Suggested training strategies	
<ul style="list-style-type: none"> Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for <i>BSBMGT616 Develop and implement strategic plans</i>. You may wish to discuss recognition of prior learning processes with learners at this stage. 	
<ul style="list-style-type: none"> Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. The preliminary pages of the learner guide include useful information regarding the foundation skills relevant for this unit. 	
<ul style="list-style-type: none"> Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment. 	

3.3 Learning mapping

BSBMGT616 Develop and implement strategic plans, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Confirm organisational vision and mission			
1.1 Check with stakeholders that organisational vision and mission are still held to be current and are supported	1A Check that the vision and mission are current and supported and change as required	1	LC 1: Part A 1– 4
1.2 Make any changes or refinements to vision or mission statement as required	1A Check that the vision and mission are current and supported and change as required	1	LC 1: Part A 5
1.3 Review or develop organisational values to support the vision and mission statement	1B Review or develop organisational values to support the vision and mission	2	LC 1: Part A 6, 7
1.4 Gain support for strategic planning process from all relevant stakeholders	1C Gain support for the strategic planning process from all stakeholders	3	LC 1: Part A 7, 8
Element 2: Analyse the internal and external environment			
2.1 Determine information requirements and undertake or commission research to deliver relevant information	2A Research and analyse internal and external environments	4	LC 2: Part A 1, 2
2.2 Analyse political, economic, social, and technological developments in a global context	2A Research and analyse internal and external environments	4	LC 2: Part A 1–3
2.3 Seek advice from appropriate experts wherever necessary	2B Seek advice from experts	5	LC 2: Part A 6
2.4 Identify and consider strengths and weaknesses of existing and potential competitors and allies	2C Identify and consider competitors' and allies' strengths and weaknesses	6	LC 2: Part A 8

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.

Complete the following task	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
Select and complete one of the following	Part B – Project: Developing a strategic plan 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: Developing a strategic plan at work You will demonstrate your skills and knowledge by completing a project in your workplace.
Select and complete one of the following	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.

4.3 Assessment mapping

BSBMGT616 Develop and implement strategic plans, 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: Confirm organisational vision and mission					
1.1 Check with stakeholders that organisational vision and mission are still held to be current and are supported	Q1, Q2			O5	O5
1.2 Make any changes or refinements to vision or mission statement as required	Q3			O7	O7
1.3 Review or develop organisational values to support the vision and mission statement	Q4	P7	P7		
1.4 Gain support for strategic planning process from all relevant stakeholders	Q5			O1, O2, O4	O1, O2, O4
Element 2: Analyse the internal and external environment					
2.1 Determine information requirements and undertake or commission research to deliver relevant information		P1	P1	O4	O4
2.2 Analyse political, economic, social, and technological developments in a global context		P1	P1		
2.3 Seek advice from appropriate experts wherever necessary	Q6			O1, O2	O1, O2
2.4 Identify and consider strengths and weaknesses of existing and potential competitors and allies	Q7	P4	P4		

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:	BSBMGT616 Develop and implement strategic plans, 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: Developing a strategic plan at BizOps Enterprises	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part C – Project: Developing a strategic plan at work	
	<input type="checkbox"/> Part D – Observation	<input type="checkbox"/>
	OR	
	<input type="checkbox"/> Part E – Third-party report	