



**Australian Government**

# **BSBMGT516 Facilitate continuous improvement**

**Release: 1**

# BSBMGT516 Facilitate continuous improvement

## 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 lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

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

## Unit Sector

Management and leadership – Management

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Lead continuous improvement systems and processes	<p>1.1 Develop strategies to ensure that team members are actively encouraged and supported to participate in decision-making processes, assume responsibility and exercise initiative as appropriate</p> <p>1.2 Establish systems to ensure that the organisation's continuous improvement processes are communicated to stakeholders</p> <p>1.3 Ensure that change and improvement processes meet sustainability requirements</p> <p>1.4 Develop effective mentoring and coaching processes to ensure that individuals and teams are able to implement and support the organisation's continuous improvement processes</p> <p>1.5 Ensure that insights and experiences from business activities are captured and accessible through knowledge management systems</p>
2. Monitor and adjust performance strategies	<p>2.1 Develop strategies to ensure that systems and processes are used to monitor operational progress and to identify ways in which planning and operations could be improved</p> <p>2.2 Adjust and communicate strategies to stakeholders according to organisational procedures</p>
3. Manage opportunities for further improvement	<p>3.1 Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts</p> <p>3.2 Ensure processes include recording of work team performance to assist in identifying further opportunities for improvement</p> <p>3.3 Consider areas identified for further improvement when undertaking future planning</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.3	<ul style="list-style-type: none"> <li>Identifies and extracts relevant information from a range of complex texts</li> <li>Locates, interprets and analyses workplace documentation to gather information relating to continuous improvement</li> </ul>
Writing	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1-3.3	<ul style="list-style-type: none"> <li>Develops complex texts related to continuous improvement processes according to organisational requirements</li> <li>Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience</li> </ul>
Oral Communication	1.1, 1.2, 1.4, 2.2	<ul style="list-style-type: none"> <li>Presents information to a range of audiences using appropriate structure and language</li> <li>Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders</li> <li>Confirms understanding through questioning and active listening</li> </ul>
Navigate the world of work	1.1-1.3, 2.1, 2.2	<ul style="list-style-type: none"> <li>Develops strategies to enable compliance with legislative requirements and achievement of the organisation's goals</li> <li>Monitors adherence to organisational policies, procedures and protocols and considers own role in terms of its contribution to broader goals of the work environment</li> </ul>
Interact with others	1.1, 1.2, 1.4, 2.2	<ul style="list-style-type: none"> <li>Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders</li> <li>Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and influencing direction</li> </ul>
Get the work done	1.1, 1.2, 1.4, 1.5, 2.1, 3.1, 3.2, 3.3	<ul style="list-style-type: none"> <li>Takes responsibility for developing, implementing and monitoring systems and processes to achieve organisational outcomes</li> <li>Uses analytical and lateral thinking to review current practices and develop ideas for improvement</li> <li>Reflects on the ways in which digital systems and tools are used, or could be used, to achieve work goals</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBMGT516 Facilitate continuous improvement	BSBMGT516C Facilitate continuous improvement	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)