

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: Retail Training Package – SIR07

Certificate III in Retail – SIR30207

Exercise initiative in a business environment - BSBCMN301A

Target groups: Those wishing to gain skills and qualifications needed for employment in a business environment. Fields covered include those common to many business qualifications as well as some elements from the specialist domains of administration and frontline management. They would be desirous of gaining qualifications to perform workplace activities under direct or regular supervision and may be reinforcing and/or enhancing an existing employment position. Workers in this field may be employed in a diverse range of businesses of various sizes.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Present outline of concepts and aims in establishing effective workplace strategies.	Develop understanding of organisational requirements and agreed roles and responsibilities in order to amend own work practices and behaviour, promote continuous improvement and identify and communicate detrimental practices.	Module details in student's workbook for discussion
Role-play	Develop skills in negotiation, coaching and mentoring, appropriate initiative and providing encouragement and performance feedback to positively influence individuals and groups.	Appropriate role play scenarios
Case study Decision making exercises	Develop ability to make informed decisions based on valid and reliable information, participative decision making processes and that are consistent with applicable ethical and regulatory obligations.	Appropriate case study scenarios Relevant information sources
On-line		

ASSESSMENT

Strategies	Performance Indicators	Resources
Practical exercise	Demonstrate understanding of organisational requirements and agreed roles and responsibilities, ability to facilitate achievement of personal goals and work objectives and promote continuous improvement through consultation with colleagues.	Relevant organisational requirements
	Demonstrate ability to work effectively in a team environment, utilising skills in negotiation, coaching and mentoring, appropriate initiative and providing encouragement and constructive performance feedback to positively	

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	influence individuals and groups.	
Written assignments	Demonstrate ability to make informed decisions based on valid and reliable information, initiate participative decision making processes and communicate priorities, goals and actions.	
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	All elements	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting.

List any special requirements / issues / amendments for any particular target group.