

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBREL401A Establish networks				
Unit Descriptor	This unit of competency This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals with a broad knowledge of networking and negotiation who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of tasks to others.				
Client Candidate Name		Third Party Employer Representative Name		RTO Assessor Name	
Signature		Signature		Signature	
Date		Date		Date	
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>	Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to an actual workplace or simulated environment; access to office equipment and resources; access to examples of networking strategies and documentation. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; review of documentation communicating issues, policies and practices of the relationship to a range of audiences; evaluation of promotional strategies; observation of negotiation of solutions between groups and individuals; observation of promotional presentations. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>	Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	Notes by Assessor
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor	
		Yes No	Yes No	Yes No	
	communication skills to receive and report on feedback, to maintain effective relationships and to manage conflict.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	leadership skills to gain trust and confidence of clients and colleagues.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	negotiation skills to achieve mutually acceptable outcomes.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	technology skills to support effective communication and presentation.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	establishing contacts and participating in networks.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	identifying opportunities for networking.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	knowledge of related organisations, agencies and networks	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Manages a number of different tasks within the job.....	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Responds to problems, breakdowns, changes to routine	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Demonstrates a positive attitude and responsibility to work	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

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The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined Yes No

<p>Develop and maintain business networks Use appropriate network strategies to establish and maintain relationships that promote the development of business opportunities Identify and pursue network opportunities to maximise a range of contacts Communicate information regarding new networks to inform individuals, colleagues and clients of potential benefits Participate in professional networks and associations to obtain and maintain personal knowledge and skills</p>	<p>Establish and maintain business relationships Develop and maintain relationships to promote benefits consistent with organisational/client requirements Gain and maintain trust and confidence of contacts through demonstration of high standards of business practices Use a high level of negotiation skills to encourage positive outcomes Identify difficult situations and negotiate solutions using collaborative problem-solving techniques Seek specialist advice in the development of contacts where appropriate</p>	<p>Promote the relationship Develop strategies to represent and promote the interests and requirements of the relationship Use appropriate presentation skills to communicate the goals and objectives of the relationship Effectively communicate issues, policies and practices of the relationship to a range of audiences, in writing and verbally Obtain feedback to identify and develop ways to improve promotional activities within available opportunities</p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome **Competent** **Not yet competent** **Candidate appeals the outcome** **Yes** **No** **Initials**..... **Details of appeal:**

