



CATAPULT

BSBINN502

Build and sustain an innovative work environment

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBINN502.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBINN502/>

Trainer/assessor guide

BSBINN502

Build and sustain an innovative work environment

Welcome to this unit of study

This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.

It applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals. The work group could be permanent or temporary in nature.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Lead innovation by example	5
Innovation and leadership.....	5
Ideas and advice	15
Risks.....	18
Relationships	26
Check your understanding	37
Topic 2: Establish work practices that support innovation	39
Consultation	39
Collaborative work arrangements	53
Team building.....	64
Check your understanding	71
Topic 3: Promote innovation.....	73
Acknowledgement innovations.....	73
Promote and reinforce innovation	78
Check your understanding	85
Topic 4: Create a physical environment which supports innovation.....	87
The physical environment	87
Workspaces	91
Check your understanding	97
Topic 5: Provide learning opportunities	99
Share information.....	99
Learning opportunities	105
Check your understanding	113
References.....	115
Assessment workbook.....	117
Unit information	119
What is competency-based assessment?.....	120
How will my competency be assessed?.....	121
Assessment agreement.....	122
Foundation skills checklist.....	123
Skills recognition.....	124
Topic 1: Lead innovation by example	125
Topic 2: Establish work practices that support innovation	126
Topic 3: Promote innovation.....	127
Topic 4: Create a physical environment which supports innovation.....	128
Topic 5: Provide learning opportunities	129

Knowledge questions	130
Topic 1: Lead innovation by example	131
Topic 2: Establish work practices that support innovation	139
Topic 3: Promote innovation.....	143
Topic 4: Create a physical environment which supports innovation	147
Topic 5: Provide learning opportunities	151
Topic 6: Specific knowledge evidence	153
Performance tasks.....	155
Third party evidence collection agreement	156
Topic 1: Lead innovation by example	157
Topic 2: Establish work practices that support innovation	159
Topic 3: Promote innovation.....	160
Topic 4: Create a physical environment which supports innovation	161
Topic 5: Provide learning opportunities	162
Completion record.....	163
Unit mapping.....	164
Trainer/ assessor user instructions.....	167

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Lead innovation by example
- » Establish work practices that support innovation
- » Promote innovation
- » Create a physical environment which supports innovation
- » Provide learning opportunities

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
