



**Australian Government**

# **BSBPEF401 Manage personal health and wellbeing**

**Release: 1**

## BSBPEF401 Manage personal health and wellbeing

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

### Application

This unit describes the skills and knowledge required to identify signs and sources of strain on personal health and wellbeing (both physical and mental) within job roles and according to key performance indicators (KPIs).

The unit applies to individuals who operate with a high level of autonomy, have excellent communication skills and apply knowledge of organisational policies and relevant legislation.

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

### Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review health and wellbeing framework	1.1 Identify factors in the work environment that may impact on own physical and mental health 1.2 Research techniques for management of own physical health and mental wellbeing 1.3 Assess available resources for inclusion as part of personal health and wellbeing strategy 1.4 Review legislative and organisational policies and procedures relating to health and wellbeing
2. Develop and implement personal health and wellbeing strategy	2.1 Develop strategy for managing personal health and wellbeing 2.2 Share personal health and wellbeing strategy with relevant personnel 2.3 Schedule activities that align with personal health and wellbeing

ELEMENT	PERFORMANCE CRITERIA
	strategy
3. Review personal health and wellbeing strategy	3.1 Monitor own performance against key performance indicators 3.2 Identify new circumstances impacting work requirements and impact on personal health and wellbeing strategy 3.3 Review and update personal health and wellbeing strategy to reflect new circumstances

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Analyses and compares specific and complex text to determine and distinguish requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Develops documents that clearly explain ideas and advice</li> <li>Records information using required tools</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interprets mathematical information related to timelines</li> </ul>
Enterprise and initiative	<ul style="list-style-type: none"> <li>Identifies legislative responsibility to provide a safe working environment</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Plans and monitors tasks to ensure deadlines are met and competing demands are accommodated</li> <li>Establishes, implements and monitors strategies, development plans and actions</li> <li>Uses problem-solving techniques to analyse and address issues that arise</li> </ul>

## Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBWOR403 Manage stress in the workplace.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>