Assessment Requirements for BSBWOR501 Manage personal work priorities and professional development

# Modification History

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| Release | Comments |
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

# Performance Evidence

Evidence of the ability to:

* use business technology to create and use systems and processes to organise and prioritise tasks and commitments
* measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
* maintain an appropriate work-life balance to manage personal health and stress
* participate in networks
* develop a personal development plan which includes career objectives and an action plan
* develop new skills.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

# Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

* explain principles and techniques involved in the management and organisation of:
* performance measurement
* personal behaviour, self‑awareness and personality traits identification
* a personal development plan
* personal goal setting
* time
* discuss management development opportunities and options for self
* describe methods for achieving a healthy work-life balance
* outline organisation’s policies, plans and procedures
* explain types of learning style/s and how they relate to the individual
* describe types of work methods and practices that can improve personal performance.

# Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

* workplace equipment and resources
* case studies and, where possible, real situations
* interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

# Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>