Australian Government

DEFGEN004 Manage personal performance

Release: 1

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Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to manage personal performance outcomes and maintain skills.

This unit was developed for workers in the Australian Defence Force, but is applicable to anyone required to maintain personal performance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under indirect supervision, usually as part of the team while performing routine tasks in a broad range of contexts. They would take responsibility for their own work outcomes.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. **Maintain ongoing personal competence**	1.1 Identify organisational structures, career pathways and development opportunities. 1.2 Identify personal and professional performance standards. 1.3 Identify own training and development needs relevant to area of work, in conjunction with supervisor.

2. Organise and accept responsibility for own work	2.1 Establish work priorities and deadlines in consultation with supervisor.
	2.2 Plan work activities and communicate progress of work to supervisor and team members.
	2.3 Complete work to the standard expected and according to supervisor's feedback.
3. Maintain work effectiveness	3.1 Manage own work performance.
	3.2 Recognise and manage personal wellbeing, such as stress, and take action to ensure continued work effectiveness.
	3.3 Seek peer support when required.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
			4				3				2							3						
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
			4						5			3					3		
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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