

AURM441538A

Manage personal presentation and development

Unit Descriptor

This unit covers the competence to manage personal presentation, learning and career options, develop personal conflict management skills and health and fitness plan.

Unit Sector

No sector assigned

ELEMENT

PERFORMANCE CRITERIA

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| 1. Establish personal presentation standards | <ul style="list-style-type: none"> 1.1 Team expectations of personal presentation are identified 1.2 Personal presentation requirements are related to role responsibilities 1.3 Standards of personal presentation are determined 1.4 Strategies to achieve personal presentation standards are devised and implemented |
| 2. Determine potential career paths in motorsport | <ul style="list-style-type: none"> 2.1 Personal strengths and opportunities for improvement are identified, development and implemented 2.2 Personal attitudes needed to succeed in motorsport are identified 2.3 Personal goals are reviewed and the relationship between personal goals and team goals is defined 2.4 Career options within the team and outside the team are considered 2.5 Potential career paths to achieve personal goals are identified 2.6 Achievements and experience are documented in the form of a comprehensive resume |
| 3. Manage personal learning | <ul style="list-style-type: none"> 3.1 Different learning styles are researched and personal preference in learning styles is determined 3.2 Strategies to maximise the effectiveness of personal learning are developed 3.3 The effects of preferred learning styles in the team environment are researched and applied 3.4 Strategies are reviewed and modified if necessary |
| 4. Develop personal health and fitness plan | <ul style="list-style-type: none"> 4.1 Personal nutritional requirements for functioning in a motorsport environment are identified and applied 4.2 Factors leading to stress and fatigue in a motorsport environment are identified and coping strategies are developed and applied 4.3 Personal physical fitness requirements in relation to team role requirements are determined and applied 4.4 The impact of legal and illegal drugs on personal competence and performance within a motorsport environment are identified and strategies applied and developed 4.5 Health and fitness plan is reviewed and modified |

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| 5. Establish personal conflict resolution strategies | 5.1 Potential causes of conflict in relation to preferred learning style within the team environment are identified |
| | 5.2 Personal strategies for dealing with conflict are determined and implemented |
| | 5.3 Communication techniques are researched |
| | 5.4 Strategies for improving communication with team members are devised and implemented |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Unit scope

- Work involves managing personal presentation, learning and career options, developing personal conflict management skills and health and fitness plan
- Career planning includes researching personal expectations and potential career paths within and beyond the team including national and international opportunities. This includes career paths associated with the motorsport industry
- Managing personal learning includes research into different learning styles, determining personal preferences and devising strategies to use these preferences to increase the effectiveness of personal learning
- Health includes principles of fitness in a motorsport environment, nutrition, the impact of legal and illegal drugs on body functioning and performance and stress management
- Conflict management strategies include those related to workshop and event environments

Unit context

- OH&S requirements include State/Territory and Commonwealth legislation, material safety management systems, controlling body requirements, manufacturer specifications and local safe operating procedures
- Work requires individuals to demonstrate discretion, judgement and analysis skills in determining personal needs and preferences and evaluating personal input

Information and procedures

- Controlling body rules, category rules and supplementary regulations
- Team policies and procedures relating to representing the team in public
- Team procedures relating to reporting and communication

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence

- Interpret and apply team standards and expectations
- Demonstrate personal presentation and conduct to team expectations for a minimum duration of one (1) day on at least three (3) occasions in motorsport environments including:
 - workshop
 - competition event
 - promotional activity
- Each environment must be covered at least once
- Produce a personal resume including detailed statements of:
 - qualifications and training
 - experience in the motorsport industry
 - relevant experience beyond the motorsport industry
 - testimony from employers, colleagues or training bodies
- Produce a personal health and fitness plan including detailed statements of:
 - a minimum of three (3) strategies for managing nutrition needs. Each strategy must demonstrate a knowledge of recommended nutritional intake
 - a minimum of three (3) strategies for increasing personal fitness. Strategies must address at least one (1) of flexibility, cardio-vascular fitness, muscular strength and endurance
 - a minimum of three (3) stress management strategies
- Develop a minimum of three (3) conflict resolution strategies, in situations covering:
 - tight timeframes or extended working hours
 - differing expectations
 - different working styles
 - appropriate persons external to the team
- Working with and around other team members
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

Underpinning knowledge

- Team roles, responsibilities and relationships
- Motorsport sectors and categories
- Goal setting methods (e.g. SMART - specific, measurable, achievable, realistic, timely)
- Personal presentation (including hair, clothes, personal hygiene, posture, body language and speech)
- Resume/CV development
- Learning styles and the impact of appropriate persons with different learning styles working together in normal and pressure environments
- Positive and negative effects of personal attitudes in a motorsport environment
- Communication principles and techniques
- Group dynamics in high-pressure environments
- Conflict management strategies and techniques
- Human nutritional requirements, food groups and their effect on the human body including specific nutritional requirements for functioning in a motorsport environment
- The impact of legal and illegal drugs on the human body and their implications in motorsport
- Principles of physical fitness and fitness requirement for functioning effectively in a motorsport environment

Specific key competencies, underpinning and employability skills required to achieve the performance criteria

These include a number of processes that are learned throughout work and life, which are required in most jobs. Some of these are covered by the national key competencies, although others may be added. The details below highlight how these competencies are to be applied in the attainment of this unit.

Application of the key competencies in this unit are to satisfy the nominated level in which:

Level 1 - relates to working effectively within set conditions and processes;

Level 2 - relates to the management or facilitation of conditions or processes; and

Level 3 - relates to the design, development and evaluation of conditions or process.

How will the candidate apply the following key competency in this unit? The candidate will need to:

Collect, analyse and organise information

Collect, organise and understand information related to team roles and relationships, learning styles, health and nutrition, communication and conflict resolution.

(Level 2)

Communicate ideas and information	Communicate ideas and information to enable development of conflict management strategies and effective ways for working with other team members. (Level 2)
Plan and organise activities	Plan and organise activities including research into learning styles, career options, conflict management strategies and nutrition and physical fitness requirements. (Level 2)
Work with others and in a team	Work with others and in a team by recognising dependencies and using cooperative approaches to optimise information flow and communication. (Level 2)
Use mathematical ideas and techniques	Use mathematical ideas and techniques to estimate the financial and time wastage impact of inefficient working strategies. (Level 1)
Solve problems	Use scenario planning techniques to assist in determining career choices and knowledge of group dynamics to anticipate potential conflict situations and plan management strategies. (Level 3)
Use technology	Use workplace technology to assist research and store information. (Level 1)
Resource implications	<ul style="list-style-type: none">• Access to job/role descriptions and documentation of team procedures and processes
Method of assessment	<ul style="list-style-type: none">• Assessment methods must confirm consistency of performance over time and in a range of workplace contexts• Assessment should be by direct observation of tasks and questioning on underpinning knowledge• Assessment should be conducted over time and may be in conjunction with assessment of other units of competence
Context of assessment	<ul style="list-style-type: none">• Assessment may occur on the job or in a workplace simulated facility with process equipment, material, work instructions and deadlines• Assessment of this competence may include project related tasks and require portfolios or other forms of indirect evidence of process