



Australian Government

PSPGEN025 Develop and implement work unit plans

Release: 1

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Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPGOV404B Develop and implement work unit plans.</p> <ul style="list-style-type: none">• Unit code updated• Content and formatting updated to comply with the new standards• All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and implement work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, and evaluating work plans.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

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 supervision performing complex tasks in a range of familiar contexts.

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	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Participate in planning activities	<p>1.1 Make contributions to planning that reflect knowledge of corporate goals and their relationship to work unit and individual plans.</p> <p>1.2 Consider workplace requirements in contributions to work unit plans.</p> <p>1.3 Complete planning activities within the defined timeframe and meet the organisation's requirements.</p> <p>1.4 Seek and act upon feedback in relation to effectiveness of input to planning activities.</p>
2. Prepare individual work plans	<p>2.1 Ensure work plan objectives are consistent with and linked to organisational and work unit aims.</p> <p>2.2 State objectives as measurable targets with clear performance indicators.</p> <p>2.3 Explore innovative and cost effective options for achieving objectives and align to organisational aims.</p> <p>2.4 Use individual work plans to promote the achievement of work unit objectives and to reflect personal and organisational accountability to all clients.</p> <p>2.5 Collaborate with other workgroup members to integrate individual plans and build working relationships.</p>
3. Implement and evaluate work plans	<p>3.1 Identify work methods and practices to implement plans in consultation with others.</p> <p>3.2 Monitor and balance workload and work flows.</p> <p>3.3 Complete work in accordance with work plans and meet time and workplace requirements.</p> <p>3.4 Monitor problems in implementing work plans and propose solutions within area of responsibility.</p> <p>3.5 Revise work plans according to changes in work priorities and organisational needs.</p>

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV404B Develop and implement work unit plans.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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