



Australian Government

Department of Education, Employment and Workplace Relations

PUAPRO001B Promote a learning environment in the workplace

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency to promote a workplace learning environment in which work and learning are integrated to support the achievement of individual and organisation objectives.

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

Application of the Unit

This unit applies to all Public Safety workers who have leadership roles in their organisation, but is particularly relevant to those workers with supervisory or managerial responsibilities for teams.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Create learning opportunities	<p>1.1 Workplace environments which facilitate learning are developed and supported.</p> <p>1.2 Learning plans are developed as an integral part of individual/team performance plans.</p> <p>1.3 Learning plans reflect the diversity of learning styles, development needs and <i>learning opportunities</i>.</p> <p>1.4 Individual/team access to, and participation in, learning opportunities is facilitated.</p> <p>1.5 Consultation with training and development specialists results in the planning and provision of learning which enhances individual, team and organisation performance.</p>
2. Facilitate and promote learning	<p>2.1 Workplace activities are used as opportunities for learning.</p> <p>2.2 Coaching and mentoring is used to develop workplace knowledge, skills and attitudes.</p> <p>2.3 The benefits of learning are shared with others in the team/organisation.</p> <p>2.4 Workplace achievement is recognised by timely and appropriate recognition, feedback and rewards.</p>
3. Monitor and improve learning effectiveness	<p>3.1 Performance of individuals/teams is monitored to determine the type and extent of additional work based support.</p> <p>3.2 Feedback from individuals/teams is used to identify and introduce improvements in future learning arrangements.</p> <p>3.3 Change in the workplace environment is facilitated to promote learning.</p> <p>3.4 Records and reports of competency are documented and maintained within the organisation's systems and procedures.</p>

Required Skills and Knowledge

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

Required Skills

- develop learning plans
- develop links between work and learning
- promote collaborative processes in developing a learning environment
- promote the achievement of competencies in the workplace
- provide leadership and support to individuals and teams to develop and maintain a flexible learning environment
- provide or arrange support for those who have learning difficulties
- support and encourage learning by individuals and teams

Required Knowledge

- group dynamics
- learning strategies
- organisation records and reports of competency procedures
- principles of adult learning

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Knowledge and application of strategies which facilitate and promote an effective workplace learning environment.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Evidence in facilitating and promoting a learning environment in the workplace Knowledge may be assessed through:

- written assignment
- debriefings and action learning projects.

Specific resources for assessment

No special requirements.

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 in the Performance Criteria is detailed below.

- Learning opportunities arise from organisation*** may include:
- objectives
 - plans
 - systems
 - processes
 - performance plans
 - quality and continuous improvement processes and standards
 - resources
 - participation in committees
 - managing projects
 - developing plans
 - analysis of incidents/response/emergency
 - organisation's approach to environmental management and sustainability
- Learning strategies*** may include:
- coaching
 - mentoring
 - exchange/rotation
 - action learning
 - structured training programs

Unit Sector(s)

Not applicable.