



Australian Government

AURMGA4002 Manage personal presentation and development

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURM441538B Manage personal presentation and development Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation

Unit Descriptor

Unit descriptor	<p>This unit of competency describes the skills and knowledge required to manage personal presentation, learning and career options, develop personal conflict management skills and health and fitness plan.</p> <p>It requires the ability to take responsibility for own personal presentation, identify personal strengths and support career path with appropriate learning, manage physical health and fitness and communicate effectively within a team.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	This unit applies to individuals who manage their own presentation and learning and career options, develop personal conflict management skills and a health and fitness plan in a motorsport environment.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish personal presentation standards	1.1. Clarify team, role and personal presentation expectations 1.2. Maintain personal presentation standards of team 1.3. Develop and implement strategies to achieve personal presentation standards
2. Determine potential career paths in motorsport	2.1. Identify, develop and implement personal strengths and opportunities for improvement 2.2. Identify personal attitudes needed to succeed in motorsport 2.3. Review and link personal goals and team goals 2.4. Consider career options within the team and outside the team 2.5. Identify potential career paths to achieve personal goals 2.6. Document achievements and experience in the form of a comprehensive résumé
3. Manage personal learning	3.1. Research different learning styles and identify own learning style preference 3.2. Develop strategies to maximise the effectiveness of personal learning 3.3. Research and apply the effects of preferred learning styles in the team environment 3.4. Review and modify strategies, as necessary
4. Develop personal health and fitness plan	4.1. Manage personal nutritional requirements for functioning in a motorsport environment 4.2. Manage stress and fatigue using appropriate strategies 4.3. Manage personal physical fitness requirements in relation to team role requirements 4.4. Develop strategies to manage the impact of legal and illegal drugs on personal competence and performance within a motorsport environment 4.5. Review and modify own health and fitness plan
5. Establish personal conflict resolution strategies	5.1. Identify potential causes of conflict in relation to preferred learning style within the team environment 5.2. Implement personal strategies for dealing with conflict 5.3. Research communication techniques 5.4. Implement strategies for improving communication

ELEMENT	PERFORMANCE CRITERIA
	with team members

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- technical skills to the level required to use workplace technology to assist research and store information
- communication skills to the level required to communicate ideas and information to enable development of conflict management strategies and effective ways for working with other team members, and to report work outcomes and issues
- literacy skills to the level required to collect, organise and understand information related to team roles and relationships, learning styles, health and nutrition, communication and conflict resolution
- numeracy skills to the level required to use mathematical ideas and techniques to estimate the financial and time wastage impact of inefficient working strategies
- problem-solving skills to the level required to use scenario planning techniques to assist in determining career choices and knowledge of group dynamics to anticipate potential conflict situations and plan management strategies
- team skills to the level required to work with others and in a team by recognising dependencies and using cooperative approaches to optimise information flow and communication
- planning skills to the level required to plan and organise activities, including research into learning styles, career options, conflict management strategies, and nutrition and physical fitness requirements

Required knowledge

Required knowledge includes:

- team roles, responsibilities and relationships
- motorsport sectors and categories
- goal setting methods, such as specific, measurable, achievable, realistic, timely (SMART)
- personal presentation standards, including hair, clothes, personal hygiene, posture, body language and speech
- résumé and curriculum vitae development

REQUIRED SKILLS AND KNOWLEDGE

- 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

Evidence Guide

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.

Overview of assessment

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

Assessors must be satisfied that the candidate can competently and consistently:

- 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)

- develop a personal résumé, including detailed statements of:
 - qualifications and training
 - experience in the motorsport industry

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • relevant experience beyond the motorsport industry • testimony from employers, colleagues or training bodies • develop a personal health and fitness plan, including detailed statements of: <ul style="list-style-type: none"> • 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, cardiovascular fitness, muscular strength and endurance • a minimum of three (3) stress management strategies • demonstrate a minimum of three (3) conflict resolution strategies, in situations covering: <ul style="list-style-type: none"> • tight timeframes or extended working hours • differing expectations • different working styles • appropriate persons external to the team • work with and around other team members • modify activities to cater for variations in workplace context and environment.
Context of, and specific resources for assessment	<ul style="list-style-type: none"> • The application of competency is to be assessed in the workplace or a simulated environment that reflects as far as possible the actual working environment. • Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints. • Assessment is to comply with relevant regulatory requirements, including specified Australian standards. • Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. • The following resources should be made available: <ul style="list-style-type: none"> • access to job/role descriptions • documentation of team procedures and processes.
Method of assessment	<ul style="list-style-type: none"> • Assessment must satisfy the endorsed Assessment Guidelines of this Training Package. • Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of

EVIDENCE GUIDE	
	<p>Required Skills and Knowledge.</p> <ul style="list-style-type: none"> • Assessment methods must be by direct observation of tasks and include questioning on Required Skills and Knowledge to ensure its correct interpretation and application. • Assessment may be applied under project-related conditions (real or simulated) and require evidence of process. • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. • Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.
Guidance information for assessment	Assessment processes and techniques must be culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
Career planning	<p>Career planning may include:</p> <ul style="list-style-type: none"> • researching personal expectations and potential career paths within and beyond the motorsport team, including national and international opportunities
Managing personal learning	<p>Managing personal learning may include:</p> <ul style="list-style-type: none"> • researching different learning styles • determining personal preferences • devising strategies to increase the effectiveness of personal learning

RANGE STATEMENT	
Health in a motorsport environment	<p>Health in a motorsport environment may include understanding:</p> <ul style="list-style-type: none"> • the principles of fitness • nutrition • the impact of legal and illegal drugs on body functioning • performance and stress management
WHS requirements	<p>WHS requirements are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:</p> <ul style="list-style-type: none"> • personal protective equipment and clothing • safety equipment • first aid equipment • hazard and risk control • elimination of hazardous materials and substances • manual handling, including shifting, lifting and carrying • emergency procedures • team insurance requirements • material safety management systems • controlling body requirements • manufacturer/component supplier specifications • local safe operating procedures
Information and procedures	<p>Information and procedures may include:</p> <ul style="list-style-type: none"> • 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

Unit Sector(s)

Unit sector	Motorsport
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Co-requisite units

Not applicable.

Competency field

Competency field	
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