



**Australian Government**

# **BSBPFEF301 Organise personal work priorities**

**Release: 1**

## BSBPEF301 Organise personal work priorities

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

### Application

This unit describes the skills and knowledge required to organise personal work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

The unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

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

### Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Organise and complete own work schedule	1.1 Develop work goals and key performance indicators (KPIs) according to task and organisational requirements 1.2 Prioritise workload according to task timeframes 1.3 Identify factors affecting achievement of work objectives 1.4 Develop personal work plans
2. Evaluate own work performance	2.1 Identify variations between expected and actual work performance according to task requirements and KPIs 2.2 Report variations to relevant personnel 2.3 Seek feedback from relevant personnel for solutions to minimise variations in expected and actual work outputs 2.4 Research sources of stress and access appropriate supports

ELEMENT	PERFORMANCE CRITERIA
	according to organisational policies and procedures
3. Coordinate personal skill development and learning	3.1 Identify personal and professional development needs for job role 3.2 Identify opportunities to undertake personal skill development activities in consultation with supervisor 3.3 Access professional development opportunities 3.4 Record professional development undertaken for continuous learning and career development process 3.5 Incorporate feedback into review of further learning needs

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Learning	<ul style="list-style-type: none"> <li>Employs a range of approaches and investigative techniques to source the knowledge necessary to arrange personal learning experiences</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Interprets textual information to determine organisation's procedures, own work performance and objectives</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepares written reports and workplace documents that communicate information clearly and effectively</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Provides and receives feedback using specific and relevant language</li> <li>Uses listening and questioning techniques to confirm understanding</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Complies with organisational policies, procedures and protocols</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> <li>Proactively collaborates with others to achieve specific goals</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Plans and organises work commitments to ensure deadlines and objectives are met</li> <li>Uses formal analytical thinking techniques to recognise and respond to routine problems</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Uses digital systems and tools to enter, store and monitor information</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBWOR301 Organise personal work priorities and development.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>