Australian Government

BSBPEF501 Manage personal and professional development

Release: 1

BSBPEF501 Manage personal and professional development

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 implement systems and process that support the personal and professional development of self and others.

The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.

No licensing, legislative 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work goal development	1.1 Document team member responsibilities and identify organisational framework for development of work goals
	1.2 Support others to develop work goals, plans and activities that align with their responsibilities
	1.3 Assess others' work goals, plans and activities for alignment with organisational goals and provide feedback to team members
	1.4 Facilitate access to personal and professional development opportunities that align to team member goals, plans and activities
2. Facilitate achievement of work priorities	2.1 Assess and prioritise personal, team and organisational demands
	2.2 Use technology to manage work priorities of the team
	2.3 Identify and implement techniques to manage team health and

ELEMENT	PERFORMANCE CRITERIA
	wellbeing in the workplace
3. Develop and maintain professional competence	3.1 Document own development needs, priorities and plans using applicable competency standards, where required
	3.2 Seek feedback from relevant personnel on own development needs
	3.3 Participate in personal and professional development activities that address identified needs, priorities and plans

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	• Investigates and uses a range of strategies to develop personal competence
Reading	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	• Uses feedback to prepare reports that summarise ways to improve competence
Oral communication	• Uses active listening and questioning to seek and receive feedback
Enterprise and Initiative	• Identifies how own role contributes to broader organisational goals • Considers organisational protocols when planning career development of self and others
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Planning and organising	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency
Technology	• Uses technology to manage and prioritise work tasks

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLED503 Maintain and enhance professional practice
- BSBWOR501 Manage personal work priorities and professional development.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10