



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CHCCS805B Undertake professional reflection**

**Release: 1**

## **CHCCS805B Undertake professional reflection**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit describes the knowledge and skills required to analyse own professional practice as part of an ongoing review of professional effectiveness, growth and management of personal values and their influence on professional practice

### **Application of the Unit**

#### **Application**

The knowledge and skills of this unit of competency should be used by workers involved in higher level practice and/or management in the community sector

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

1. Review professional goals and values

### PERFORMANCE CRITERIA

- 1.1 Articulate personal values in a professional context
- 1.2 Articulate professional goals
- 1.3 Assess own values and goals against organisation objectives and relevant codes of ethics, using a range of valid evidence
- 1.4 Analyse the coherence between job functions, values and goals
- 1.5 Determine strategies to enhance coherency and manage incoherency
- 1.6 Review coherency on an on-going basis

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Review effectiveness of practice	<p>2.1 Identify professional attainments and the skills and knowledge involved</p> <p>2.2 Identify areas where professional practice could be improved and the required skills and knowledge</p> <p>2.3 Identify impact of professional practice on self and others</p> <p>2.4 Engage in reflective dialogue as a means of generating explanations of the impact of professional practice</p> <p>2.5 Identify coherency between professional practice, values, achievement of goals and work outcomes</p> <p>2.5 Develop and implement a plan to develop required skills and knowledge and coherency</p> <p>2.6 Reassess professional practice on an on-going basis</p>
3. Develop skills and knowledge associated with current best practice	<p>3.1 Seek <i>information about current best professional practice</i></p> <p>3.2 Evaluate current and likely future needs and take action to keep abreast of evolving trends</p> <p>3.3 Identify current best practice applicable to job role</p> <p>3.4 Identify skills and knowledge required to implement current best practice</p>
4. Maintain professional well being	<p>4.1 Identify <i>circumstances required to operate effectively</i></p> <p>4.2 Evaluate <i>requirements to maintain professional well being</i> within the context of the circumstances required to operate effectively</p> <p>4.3 Develop strategies to maintain professional well being</p> <p>4.4 Seek support, where necessary, to maintain professional well being</p>

**ELEMENT**

5. Develop relationship to sustain professional effectiveness

**PERFORMANCE CRITERIA**

- 5.1 Identify areas of need for professional support
- 5.2 Identify possible *sources of professional support*
- 5.3 Take action to develop appropriate relationships to meet professional support requirements

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Agency's policies, plans and procedures
- Knowledge, skills and ethics relevant to current industry and professional standards and codes of ethics and practice
- Personal development opportunities and options
- Principles and techniques of:
  - personal goal setting
  - measuring performance
  - time management
  - identifying personal behaviour, self awareness, personality traits
  - establishing a personal development plan
- Relevance of the work role and functions to maintaining sustainability of the workplace, including environmental, economic, workforce and social sustainability
- Relevant legislation and agency guidelines and codes of ethics or practice standards
- Relevant organisation goals and objectives
- Requirements for professional well being, including:
  - work/life balance
  - emotional well being
  - physical well being
  - workplace health
  - personal skills
- Types of learning style/s and how they relate to the individual
- Types of work methods and practices which can improve personal performance

#### *Essential skills:*

## REQUIRED SKILLS AND KNOWLEDGE

It is critical that the candidate demonstrate the ability to:

- Analyse culturally different viewpoints and taking them into account in personal development and professional practice
- Analyse own performance
- Apply skills in negotiation, communication and decision-making
- Assess impact of professional practice on others
- Assess the effectiveness of own skills development
- Demonstrate understanding and implementation of relevant procedures
- Demonstrate ongoing reflection on and development of personal capability to meet professional standards, in particular to:
  - actively seek professional development opportunities
  - seek and reflect upon feedback
  - seek opportunities for supervision / mentoring
  - identify and participate in personal development
  - integrate learning into improved practice
- Develop and maintain professional supports and networks
- Elicit, analyse and interpret feedback
- Maintain professional well being
- Monitor research trends related to roles and responsibilities
- Research information to develop personal development and work plans
- Use information systems to assist establish work plans
- Work toward a balance between own values and beliefs and the requirements of the job
- Work with an awareness and sensitivity to conflict, culture and context.

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Demonstrate application of skills in:
  - communication skills including receiving and analysing feedback and reporting
  - interpreting written and oral information about workplace requirements
- Take into account, use and promote effectively opportunities to address environmental responsibility and sustainable practice issues, including efficient use of resources

## 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, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this unit of competency:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Evidence of competency in this unit will need to be assessed over a period of time in order to gather evidence of performance
- This will include contexts applicable to the work environment, such as actual or simulated workplace situations involving a combination of direct, indirect and supplementary forms of evidence
- Evidence will be guided by selection from the Range Statement, justified in terms of work requirements, work roles and responsibilities and occupational specialisations

*Access and equity considerations:*

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities



## EVIDENCE GUIDE

*Context of and specific resources for assessment:*

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Where assessment is conducted within the workplace there are no resource implications above those normally available in the workplace

*Method of assessment:*

- Demonstration of competency within the working environment to learn from others and reflect on performance
- Where there is not an opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
- Observation of processes and procedures, oral and/or written questions on Essential knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a period of time and/or in a number of locations, any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons
- Review of any documentation produced by the candidate related to self development

## Range Statement

### 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. Add any 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.

## RANGE STATEMENT

*Sources of information about current best professional practice may include:*

- Books
- Journals
- Lectures
- Professional groups
- Seminars
- Workshops

*Circumstances required to operate effectively may include, but is not limited to:*

Ability and/or acceptance of:

- Critical thinking
- Leadership
- Long work hours
- Problem solving
- Relationships
- Travel
- Work as a member of a team
- Work autonomously
- Working in isolation.

*Requirements to maintain professional well being refer to:*

- Emotional well being
- Physical well being
- Time management
- Work/life balance
- Workplace health - personal skills

*Sources of professional support may include:*

- Colleagues
- Manager
- Mentor
- Professional group (formal and informal)

## Unit Sector(s)

Not Applicable