Australian Government

Department of Education, Employment and Workplace Relations

CPCCBC4025A Manage personal work priorities and professional development

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

CPCCBC4025A Manage personal work priorities and professional development

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to present confidently, prepare for personal responsibilities in the workplace and provide opportunities for personal professional development.

Application of the Unit

Application of the unit	This unit of competency supports the needs of builders, site managers and forepersons, estimators, managers and other residential and commercial construction industry personnel.

Licensing/Regulatory Information

Not Applicable

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Pre-Requisites

Prerequisite units   Nil

Employability Skills Information

Employability skills   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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage own work performance.	1.1. ***Personal qualities*** appropriate to the construction workplace environment and culture are known and demonstrated.
	1.2. Organisational strategies and priorities linked to personal responsibilities and accountability are reflected in personal performance plans.
	1.3. Stable work performance is maintained consistently and under pressure situations.
	1.4. Difficult workplace situations are recognised, addressed promptly and sensitively, and concluded positively.
	1.5. Work performance and presentation requirements are established and met.
2. Set and meet own work priorities.	2.1. Competing demands for work time and priority action are assessed and organised to achieve individual, team and organisational ***work priorities***.
	2.2. Activities are managed effectively to accomplish personal, team and organisational goals and objectives.
	2.3. Technology is used where appropriate to improve efficiency and effectiveness in managing work priorities and commitments.
3. Develop and maintain professional competence.	3.1. Personal strengths and weaknesses are assessed against job requirements to determine personal development priorities and action where necessary.
	3.2. Feedback on performance is regularly sought and used to improve professional development.
	3.3. Management skills relevant to the job role are identified and developed to enhance performance.
	3.4. Participation in professional networks and associations is used to enhance knowledge, skills and relationships.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Required skills for this unit are:

- adherence to organisational ethical and probity standards
- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - communicate by telephone
  - participate in workplace conversations and meetings
  - read and interpret documentation from a variety of sources
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
  - written skills to:
    - complete checklists
    - produce memos and reports
    - send emails and faxes
- managing conflict and change in construction work situations
- numeracy skills to apply calculations
- recognising and managing workplace improvement opportunities
- teamwork skills to:
  - relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
  - work with others to coordinate and action tasks.

Required knowledge

Required knowledge for this unit is:

- mores and values of the workplace
- professional network and associations within the industry
- relevant local codes, standards and regulations applicable to the building and construction industry
- technologies applicable to and found within the workplace
- workplace safety requirements.

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	This unit of competency could be assessed by the preparation of a personal work and development plan.
	This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the ability to:
	• recognise and apply personal motivation and commitment to the work role
	• manage day to day responsibilities and conflicting demands in an efficient and cooperative manner
	• relate positively to clients, fellow workers and the management team
	• assess personal strengths and weaknesses and plan and implement appropriate personal development.
Context of and specific resources for assessment	This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.
	Assessment of essential underpinning knowledge will usually be conducted in an off-site context.
	Assessment is to comply with relevant regulatory or Australian standards' requirements.
	Resource implications for assessment include:
	• documentation that should normally be available in a building or construction office
	• relevant codes, standards and government regulations
	• a suitable work area appropriate to the construction process.
	Reasonable adjustments for people with

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	disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
Method of assessment	Assessment methods must:

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. Supplementary evidence of competency may be obtained from relevant authenticated

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	documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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. 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.

Personal qualities include:	• appropriate personal presentation for the job role • confidence • fairness • integrity • patience • perseverance • probity • timeliness and punctuality.
Work priorities include:	• dealing with conflicting goals • determining work and personal needs • individual and team goals and targets • planning new work • prioritising and scheduling • reassessing performance • work in progress.

Unit Sector(s)

Unit sector   Construction

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Co-requisite units

Co-requisite units   Nil

Functional area

Functional area

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