MTMCOR401C Manage own work performance

Release: 1

MTMCOR401C Manage own work performance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work and performance, and provide role models for others. This unit covers the competencies to set work goals and plans, manage and improve own work performance and provide an example to other members of the work team/area.

Application of the Unit

Application of the unit	This unit is applicable to those in leadership positions in meat processing, smallgoods and retailing operations who have responsibility for setting and achieving operational and administrative goals.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMCOR205A	Communicate in the workplace

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. Set and achieve personal goals	1.1. Personal performance standards reflect pride in achievement, commitment to customer service and enterprise requirements.
	1.2. Personal goals reflect roles and responsibilities within the organisation.
	1.3. Opportunities to extend personal performance and goals are identified and used.
	1.4. Personal qualities and workplace relationships provide a role model to others.
	1.5. Personal performance is consistent over changes in workplace conditions and contexts.
2. Establish and achieve personal work priorities	2.1. Responsibilities, duties and tasks are prioritised to achieve personal, team and organisational goals.
	2.2. Work plans and schedules are developed and followed to achieve personal and enterprise targets.
	2.3. *Technology* is used efficiently and effectively to manage work priorities and commitments.
	2.4. Strategies for minimising and managing stress are implemented.
3. Maintain and update professional skills and knowledge	3.1. Personal skill and knowledge is assessed against position/job description, competency standards and personal goals to identify areas and priorities for development.
	3.2. *Feedback* from clients, customers and colleagues is used to improve competence.
	3.3. Opportunities for *professional development* are identified and utilised.
4. Review own work performance	4.1. Personal performance is analysed.
	4.2. Personal goals are reviewed according to changing industry directions, enterprise goals and personal performance.
	4.3. New skills and knowledge are identified to maintain professional excellence and competitive edge.
	4.4. Strategies for achieving personal goals are prepared.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- apply judgement, experience and knowledge of enterprise deadlines and targets
- develop strategies for minimising and managing stress
- document professional development and training achievements
- identify and apply relevant *Occupational Health and Safety* (*OH&S*), *regulatory* and *workplace requirements*
- identify personal career path and opportunities
- keep up-to-date with enterprise procedures and processes
- make decisions within own responsibility and accountability
- manage time effectively
- participate in internal and external networks to develop own knowledge, skills and competence
- plan and sequence tasks and activities
- respond to others openly and fairly
- review own strengths, weaknesses and level of competence and identify areas for improvement
- seek and accept constructive feedback on own performance
- use relevant *communication skills*
- utilise a range of information and communication technologies to organise and complete tasks on schedule

Required knowledge

Knowledge of:

- characteristics required of an effective leader in the meat industry
- enterprise goals, directions and ethical standards and values
- how personal goals contribute to the achievement of enterprise goals
- own role in achieving organisation's goals
- potential career paths available in the industry

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	The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence. Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence. All assessment must be conducted against Australian meat industry standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competency must be demonstrated in the workplace and supported by a referee's report.
Context of and specific resources for assessment	Assessment must demonstrate actual management of a work load at an appropriate level.
Method of assessment	Recommended methods of assessment include: • assignment • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

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.	

Technology may include:	• information and communication technologies including:
	    • diaries or organisers
	    • computerised equipment
	    • personal computers
	    • online services
	    • telephone
	    • fax
	 • automatic and semi-automatic machinery
	 • robotic equipment.

Feedback may be:	• formal and informal, and include performance appraisals.
Professional development opportunities may include:	• participation in industry networks, conferences and seminars • membership of industry and professional associations • structured training • mentoring • rotation • action learning • use of competency standards

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	• professional and technical journals • articles and magazines.

***OH**&S* requirements may include:	• enterprise OH&S policies, procedures and programs
	• hygiene and sanitation requirements
	• OH&S legal requirements
	• Personal Protective Equipment (PPE) which may include:
	   • coats and aprons
	   • ear plugs or muffs
	   • eye and facial protection
	   • head-wear
	   • lifting assistance
	   • mesh aprons
	   • protective boot covers
	   • protective hand and arm covering
	   • protective head and hair covering
	   • uniforms
	   • waterproof clothing
	   • work, safety or waterproof footwear
	• requirements set out in standards and codes of practice.

Regulatory requirements may include:	• animal welfare • Australian Standards pertaining to the meat industry • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • export requirements • Export Control Act • food safety • food standards • hygiene and sanitation requirements • industrial awards and agreements • OH&S

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	• relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • processing • taxation • traineeships.
Workplace requirements may include:	• enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.
Communication skills may include:	• applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	