



Australian Government

PSPGEN128 Manage performance

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN060 Manage performance.

Application

This unit describes the performance outcomes, skills and knowledge required to manage performance in accordance with the organisational performance management system.

This unit applies to those working in generalist and specialist roles within the public sector and other similar organisation environments, including related agencies and statutory authorities. Those undertaking this unit work autonomously, with supervision responsibilities, performing complex tasks in familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Link individual and workgroup activities to organisational goals.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify, link and explain the organisation's mission, vision and goals in accordance with each individual's needs.
- 1.2. Align individual and workgroup activities with organisational goals in consultation with workgroup members.
- 1.3. Prioritise individual and workgroup activities.

2. Set performance standards expectations.
 - 2.1. Identify and clarify performance standards.
 - 2.2. Consult, negotiate and agree upon performance standards.
 - 2.3. Develop and agree upon performance, learning and development plans to document team and individual performance targets, standards and professional development objectives.
 - 2.4. Develop performance targets and key performance indicators.
 - 2.5. Implement performance plans.
3. Measure performance achievements.
 - 3.1. Monitor, appraise measure and address individual performance against performance goals and required business outcomes.
 - 3.2. Manage and document disagreement or conflict.
 - 3.3. Recognise and reward outstanding performance in accordance with organisational policies and procedures.
 - 3.4. Identify and implement areas and strategies for improvement to performance and outcomes.
4. Renegotiate performance and learning and development plans.
 - 4.1. Document and use the results of performance management to identify strengths and performance gaps.
 - 4.2. Capture learning to inform knowledge management strategies and transfer skills to other staff.
 - 4.3. Renegotiate and agree upon performance standards.
 - 4.4. Identify and agree upon learning and development objectives to enhance performance and meet developing organisational and workgroup goals.
 - 4.5. Document agreed performance standards and related professional development.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN060 Manage performance.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

