Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV404B Develop and implement work unit plans

Revision Number: 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPGOV404B Develop and implement work unit plans

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers development and implementation of work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, preparing individual work plans, and implementing and evaluating work plans.

In practice, development and implementation of work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

This is one of 6 units in the *Working in Government* and *Management* Competency Fields that deal with working with others. Related units are:

- PSPGOV302B Contribute to workgroup activities
- PSPGOV511A Provide leadership
- PSPGOV516A Develop and use emotional intelligence
- PSPGOV604A Foster leadership and innovation
- PSPMNGT701B Provide strategic

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Participate in planning activities**	1.1 Contributions are made to planning that reflect a knowledge of corporate goals and their relationship to work unit and individual plans.
	1.2 Consideration of ***workplace requirements*** is reflected in contributions to ***work unit plans***.
	1.3 Planning activities are completed as requested within the defined timeframe and meet the organisation's requirements.
	1.4 Feedback is sought and acted on in relation to effectiveness of input to planning activities.
2. **Prepare individual work plans**	2.1 Work plan objectives are linked to and consistent with organisational and work unit aims.
	2.2 Objectives are stated as measurable targets with clear performance indicators.
	2.3 Innovative and cost-effective options for achieving objectives are explored and aligned to organisational aims.
	2.4 Individual work plans are used to promote the achievement of work unit objectives and to reflect personal and organisational accountability to all clients.
	2.5 Collaborative planning with other workgroup members is used to integrate individual plans and build working relationships.
3. **Implement and evaluate work plans**	3.1 Work methods and practices to implement plans are identified in consultation with others.
	3.2 Workload and work flows are monitored and balanced.
	3.3 Work is completed in accordance with work plans and meets time and workplace requirements, ***legislation, policies and procedures***.
	3.4 Problems in implementing work plans are monitored and solutions are proposed within area of responsibility.
	3.5 Work plans are revised according to changes in work priorities and organisational needs.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- planning own work to achieve goals
- engaging in collaborative planning with other workgroup members
- applying problem solving
- monitoring and evaluation of progress towards work unit goals
- negotiating goals and outcomes
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety and environment in the context of work planning

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to work planning in the public sector
- effective planning processes
- policies and procedures on sustainable practice
- corporate goals or aims
- organisational procedures
- importance of aligning work unit plans with organisational goals
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of work planning

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	• *Pre-requisite* units that <u>must</u> be achieved <u>prior</u> to this unit:*Nil*
	• *Co-requisite* units that <u>must</u> be assessed <u>with</u> this unit:*Nil*
	• *Co-assessed units* that <u>may</u> be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	    • PSPBORD401A Create and maintain profiles
	    • PSPETHC401A Uphold and support the values and principles of public service
	    • PSPGOV403B Use resources to achieve work unit goals
	    • PSPGOV405B Provide input to change processes
	    • PSPGOV406B Gather and analyse information
	    • PSPGOV408A Value diversity
	    • PSPGOV411A Deal with conflict
	    • PSPGOV412A Use advanced workplace communication strategies
	    • PSPGOV413A Compose complex workplace documents
	    • PSPGOV417A Identify and treat risks
	    • PSPGOV422A Apply government processes
	    • PSPLEGN401A Encourage compliance with legislation in the public sector
	    • PSPOHS401B Implement workplace safety procedures and programs
	    • PSPPM401B Design simple projects
	    • PSPPM402B Manage simple projects
	    • PSPPROC410A Administer contracts

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of Employability Skills as they relate to this unit • work unit plans developed and implemented in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and protocols relating to work planning in the public sector

- case studies and workplace scenarios to capture the range of situations likely to be encountered when developing and implementing work unit plans

Where and how to assess evidence	Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when developing and implementing work unit plans, including coping with difficulties, irregularities and breakdowns in routine
- work unit plans developed and implemented in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *bold italics* in the Performance Criteria is explained here.

Workplace requirements may relate to:	• staffing procedures • resourcing allocations and requirements • identified timeframes • relevant legislation affecting organisational administration • organisation, corporate and strategic plans and activity calendars • relevant industrial awards • financial circulars (or equivalent) • organisation financial and personnel management guidelines • technology and data associated with work • environmental and sustainability practices
Work unit plans may include:	• daily/weekly/monthly work unit plans • project plans • specific purpose plans including equal employment opportunity, industrial democracy and occupational health and safety • resource plans

Legislation, policy and procedures may include:	• State/Territory and Commonwealth legislation and regulations such as:
	  • public sector management acts
	  • financial management acts
	  • privacy legislation
	  • equal employment opportunity, anti-discrimination and harassment legislation
	  • occupational health and safety legislation
	  • consumer legislation
	  • environmental and sustainability legislation
	  • risk management guidelines.
	• ethics and accountability standards
	• public sector standards
	• fraud control standards
	• government security standards
	• organisational policy, procedures and protocols

Unit Sector(s)

Not applicable.

Competency field

Working in Government.

Government Skills Australia