



Australian Government

Assessment Requirements for PUATEA005 Manage own professional performance

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting and supporting other personnel to meet organisational procedures
- communicating with others
- developing and maintaining ongoing personal competence
- following organisational policies and procedures
- maintaining high levels of personal presentation including dress code, manners and respect
- maintaining high levels of professional ethics and integrity in work practices including dealing with and responding to issues or events that challenge professional ethics
- maintaining personal health and stress that enables optimum operational performance
- maintaining professional performance standards consistently
- managing personal and work priorities
- planning and implementing personal improvement plans
- recognising, accurately assessing and acknowledging personal strengths and weaknesses
- reporting breaches of integrity and behaviour to appropriate personnel
- reviewing and monitoring own performance
- seeking out and responding to feedback related to personal performance
- working in a team environment including within time constraints to achieve individual, team and organisational priorities

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of

- acceptable and non-acceptable behaviour and practices
- breaches of professional ethics and procedures for dealing with
- communication techniques
- factors pertaining to role that impacts on personal health and stress
- internal and external professional support and development mechanisms

- methods for assessing and reviewing personal performance and for planning and implementing personal improvement strategies
- organisational documentation, policies and procedures including codes of practice and ethics
- professional integrity and organisational behaviour standards
- team dynamics and its impacts on personal work performance
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>