



Australian Government

RIIBEF405 Optimise personal performance

Release: 1

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Modification History

Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 9.0. Newly created unit.
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Application

This unit describes the skills and knowledge required to optimise personal performance in a dynamic, high consequence environment. It includes managing factors that affect performance, reducing the likelihood and severity of errors, and managing personal performance.

The unit applies to those who work in a high pressure, high accountability, critical role in an organisation, such as controllers working in an operations centre who are tasked to safely and efficiently optimise production outcomes from autonomous work sites.

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

Unit Sector

Coal mining

Metalliferous mining

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element
1. Manage factors affecting performance	1.1 Optimise workspace and human-machine interface (HMI) to enhance performance according to ergonomic principles 1.2 Use emotional intelligence techniques to deal with difficult people and situations 1.3 Manage stress and fatigue in accordance with organisational policies and protocols 1.4 Maintain relationships with remote work colleagues to contribute to a supportive virtual workplace environment 1.5 Deal with distractions by prioritising responses relative to

ELEMENT	PERFORMANCE CRITERIA
	the importance of other pressing obligations
2. Reduce likelihood and severity of errors	2.1 Use techniques to avoid or minimise the impact of errors 2.2 Detect and rectify errors or recover situations caused by errors 2.3 Acknowledge errors with actual and potential consequences outside own area of responsibility, and escalate to designated personnel for action 2.4 Provide feedback to colleagues when situational awareness indicates errors may be about to occur 2.5 Identify improvements to reduce likelihood and severity of errors being repeated
3. Manage personal performance	3.1 Anticipate, plan, and prioritise tasks in advance 3.2 Manage time to accomplish tasks on schedule and to the standard required in the workplace 3.3 Follow instructions, procedures and protocols to manage workflow 3.4 Monitor and adjust daily performance to meet goals and key performance indicators 3.5 Align personal performance with organisation's standards and values 3.6 Identify areas for improvement that would optimise personal performance

Foundation Skills

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

Unit Mapping Information

No equivalent unit. Newly created unit.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>