



Australian Government

Assessment Requirements for SIRXIND005

Develop personal productivity

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- document a self-assessment that covers:
 - current skill and knowledge level
 - required skill and knowledge level
 - skills and knowledge gaps
- document a personal development plan for addressing the above identified skills and knowledge gap that details:
 - action plan
 - formal and informal sources of personal development
 - professional networking opportunities
 - key performance indicators
- engage in the following activities:
 - one personal development activity
 - one professional network
- reflect on the above activities to determine improvements in skills and knowledge as relevant to job role.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational and industry required skill and knowledge level relevant to job role
- role of ongoing skill and knowledge development in contributing to workplace outcomes and personal development
- key features of a personal development plan
- techniques for:
 - assessing current skill and knowledge level
 - obtaining feedback on current skill and knowledge level
 - completing skill and knowledge gap analysis
- types and sources of personal development:
 - formal learning

- informal learning
- coaching
- mentoring
- networking
- job rotation
- action learning projects.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- sources of information on organisational and industry skill and knowledge requirements
- template for personal development plans
- individuals who can provide feedback on skill and knowledge level; these can be:
 - individuals in an industry workplace, or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>