



Australian Government

SIRXIND005 Develop personal productivity

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to improve personal productivity in the workplace by assessing current skill level and engaging in personal development to address identified skill gaps.

It applies to individuals at all levels working in frontline roles in a diverse range of industry sectors and business contexts.

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

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Assess personal skill level.
2. Undertake personal development activities.

PERFORMANCE CRITERIA

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

- 1.1. Identify skill and knowledge requirements of job role and desired personal skill and knowledge levels.
- 1.2. Seek feedback from others and reflect on own capabilities and skill level.
- 1.3. Evaluate personal skill and knowledge level against desired skills and knowledge.
- 1.4. Define gap between current and desired skill level.
- 2.1. Identify relevant formal and informal sources of personal development.
- 2.2. Create a personal development plan to address identified

- skill and knowledge gaps.
- 2.3. Gain required approval to engage in formalised personal development activities.
- 2.4. Participate in formal and information professional development activities and seek further opportunities to enhance development.
- 2.5. Develop professional networks to assist in ongoing personal development.
3. Apply skills and knowledge to the workplace.
- 3.1. Apply newly developed skills and knowledge to current role to improve overall productivity and workplace outcomes.
- 3.2. Share newly developed skills and knowledge with team members to enhance overall team performance.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none">interpret information from organisational and industry skills and knowledge standards to inform personal development planning.
Learning skills to:	<ul style="list-style-type: none">investigate and apply strategies to develop personal competence.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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