



Australian Government

TAEPDD511 Maintain and enhance professional practice

Release: 1

TAEPDD511 Maintain and enhance professional practice

Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is equivalent to TAEPDD501 Maintain and enhance professional practice.

Application

This unit describes the skills and knowledge required to manage own standard of performance, and plan and participate in professional development relating to own professional practice in a vocational education and training (VET) context.

The unit applies to experienced individuals in a variety of VET sector job roles, including those in advanced training and assessment roles, design and development roles, and VET leadership roles.

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

Unit Sector

Professional development

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Model expected standard of performance	1.1 Identify individual responsibilities and accountabilities of own job role 1.2 Incorporate responsibilities and accountabilities into own professional practice according to organisational and legal requirements 1.3 Apply ethical and inclusive practices in professional practice
2. Plan own professional development	2.1 Assess own vocational competence, industry currency, and skills and knowledge 2.2 Compare own vocational competence, industry currency and

ELEMENTS	PERFORMANCE CRITERIA
	<p>skills and knowledge with VET regulatory requirements, and determine professional development needs and priorities</p> <p>2.3 Seek input from others to inform own professional development needs and priorities</p> <p>2.4 Identify professional development strategies applicable to own role that satisfy VET regulatory requirements</p> <p>2.5 Document professional development plan to meet own needs using identified professional development strategies</p>
3. Undertake professional development	<p>3.1 Implement professional development strategies according to organisational procedures</p> <p>3.2 Collaborate with peers and exchange feedback constructive to improving own professional practice</p> <p>3.3 Seek and act on feedback from peers to improve own professional practice</p> <p>3.4 Maintain and interact with professional networks relevant to improving own professional practice</p> <p>3.5 Research and identify VET and industry developments and trends relevant to own job role and integrate into professional practice</p> <p>3.6 Document professional development activities and update professional development plan according to organisational procedures</p>
4. Review and evaluate professional practice	<p>4.1 Research developments and trends impacting on own professional practice and identify opportunities to integrate into work performance</p> <p>4.2 Use feedback to identify and introduce improvements in own work performance</p> <p>4.3 Review own professional development and identify and document areas for improving own professional practice</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Digital literacy	<ul style="list-style-type: none"> Uses main features and functions of digital tools and electronic applications required in own role in a range of contexts to access and exchange information

Skill	Description
Learning	<ul style="list-style-type: none"> • Reflects on skills and knowledge of self and others and seeks opportunities for professional development • Researches, interprets and synthesises information specific to the professional development context
Reading	<ul style="list-style-type: none"> • Sources, analyses and interprets written information to improve professional practice • Analyses currency and relevance of information, and authority of information source
Writing	<ul style="list-style-type: none"> • Produces documentation incorporating analysis of information and observations of practice
Oral communication	<ul style="list-style-type: none"> • Leads verbal communication about improving professional practice
Self-management	<ul style="list-style-type: none"> • Identifies and takes responsibility for adhering to organisational policies and procedures, and legal and ethical requirements
Initiative and enterprise	<ul style="list-style-type: none"> • Collaborates, provides feedback and shares knowledge and experience with others to confirm understanding and to develop improved professional practice
Planning and organising	<ul style="list-style-type: none"> • Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve effective and efficient outcomes

Unit Mapping Information

Supersedes and is equivalent to TAEPDD501 Maintain and enhance professional practice.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>