Australian Government

TLIL4009 Manage personal work priorities and professional development

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage personal work priorities and personal professional development.

It includes managing personal performance, setting and meeting personal work priorities, and developing and maintaining personal professional competence.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement in managing personal work priorities and professional development.

Work generally involves responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Manage self	1.1 Action is taken to ensure personal qualities and performance serve as a role model in the workplace

1.2 Organisational plans and personal roles, responsibilities and accountabilities are reflected in personal goals and plans

1.3 Action is taken to achieve and extend personal goals beyond those planned

1.4 Consistent personal performance is maintained in varying work conditions and work contexts

2 Set and meet own work priorities

2.1 Competing demands are prioritised to achieve personal, team and organisational goals and objectives

2.2 Technology is used efficiently and effectively to manage work priorities and commitments

3 Develop and maintain professional competence

3.1 Personal knowledge and skills are assessed against competency standards to determine development needs and priorities

3.2 Feedback from clients and colleagues is used to identify and develop ways to maintain and build on current competence

3.3 Management development opportunities suitable to personal learning style/s are selected and used to develop competence

3.4 Professional networks and associations are participated in to enhance personal knowledge, skills and relationships

3.5 New skills are identified and developed to achieve and maintain a competitive edge

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4009A Manage personal work priorities and professional development.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

Australian Industry Standards