



Australian Government

Department of Education, Employment and Workplace Relations

TLIL907C Manage personal work priorities and professional development

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to manage personal work priorities and own professional development, including managing own qualities, goals, plans and performance; setting and meeting own work priorities; and developing and maintaining own professional competence.

Application of the Unit

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

A range of opportunities may be used to develop the workplace and to support the development of work systems and innovative strategies to deal with contingencies and to encourage the achievement of the organisations goals and key performance objectives.

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

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Manage self	<p>1.1 Personal qualities and performance serve as a role model in the workplace</p> <p>1.2 Personal goals and plans reflect the organisation's plans and personal roles, responsibilities and accountabilities</p> <p>1.3 Action is taken to achieve and extend personal goals beyond those planned</p> <p>1.4 Consistent personal performance is maintained in varying work conditions and work contexts</p>
2 Set and meet own work priorities	<p>2.1 Competing demands are prioritised to achieve personal, team and the organisation's goals and objectives</p> <p>2.2 Technology is used efficiently and effectively to manage work priorities and commitments</p>
3 Develop and maintain professional competence	<p>3.1 Personal knowledge and skills are assessed against competency standards to determine development needs and priorities</p> <p>3.2 Feedback from clients and colleagues is used to identify and develop ways to improve competence</p> <p>3.3 Management development opportunities suitable to personal learning style(s) are selected and used to develop competence</p> <p>3.4 Participation in professional networks and associations enhances personal knowledge, skills and relationships</p> <p>3.5 New skills are identified and developed to achieve and maintain a competitive edge</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant regulatory and code requirements

Relevant OH&S and environmental protection policies and procedures

Workplace protocols and procedures for the management of personal work priorities and professional development

Competencies required to increase participation in the planning and development of the organisation

Appropriate learning methods to maintain current competence or develop new competencies

Resource availability including the competencies of individuals in the team/group

Coaching and mentoring approaches to support team members to share knowledge and skills

Workplace business policies and plans including procedures for undertaking professional development

Typical problems that can occur when managing personal work priorities and professional development and related action that can be taken

Required skills:

Communicate effectively with others when managing personal work priorities and professional development

Read and interpret instructions, procedures, information and signs relevant to the management of personal work priorities and professional development

Interpret and follow operational instructions and prioritise work

Complete documentation related to the management of personal work priorities and professional development

Operate electronic communication equipment to required protocol

Work collaboratively with others when managing personal work priorities and professional development

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when managing personal work priorities and professional development in accordance with workplace procedures

Plan work activities, including predicting consequences and identifying improvements

Take advantage of learning opportunities both in the workplace and within training programs and workshops

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Apply fatigue management knowledge and techniques

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Select and appropriately apply technology, information systems and procedures to complete workplace tasks

Adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at the registered training organisation, and/or

in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

The workplace environment may involve twenty-four hour operation and may include:	single and multi-site locations large, medium and small companies
Services, products, risks, work systems and requirements may:	potentially vary across different sections of the workplace
Operations involve:	internal and external customer/supplier contact and coordination
Work priorities and professional development are:	directed at maximising achievement of the individual in accordance with the enterprise's objectives and strategic plans
Professional development activities may include:	attendance at formal education/training programs completion of internal short training programs attendance at relevant conferences, seminars and workshops reading of relevant journals and literature networking with other technical, managerial and professional staff coaching/mentoring on the job workplace training projects
Consultative processes may involve:	customers/clients other employees and supervisors supplier representatives manufacturers representatives trainers management union representatives OH&S specialists other maintenance, professional or technical staff

Communications systems may involve:	face-to-face conversation, meetings and workshops telephone fax email electronic data transfer of information (EDI) mail
Depending on the type of organisation concerned and the local terminology used, workplace plans/procedures may include:	company plans/procedures enterprise plans/procedures organisational plans/procedures established plans/procedures
Information/documentation may include:	workplace procedures and policies job specifications training notes and materials journals and work-related literature competency standards customer/client instructions customer service standards and procedures workplace products and services information quality assurance standards and procedures relevant agreements, codes of practice including the national standards for services and operations manufacturers/suppliers specifications, advice, recommended procedures, policies and instructions workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information legislation, regulations and related documentation relevant to business operations regulations and policies relating to minimising risks to the environment and ensuring compliance with OH&S

	requirements
	emergency procedures
Applicable regulations and legislation may include:	relevant regulations, standards and codes of practice
	trading regulations relevant to business operations
	relevant Australian and state/territory OH&S legislation
	environmental protection regulations
	hazardous substances and dangerous goods codes
	relevant Australian standards and certification requirements
	licence, patent or copyright arrangements

Unit Sector(s)

Not applicable.

Competency Field

L - Resource Management