



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK507A Implement professional practice

Release: 1

AHCWRK507A Implement professional practice

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of implementing professional practice and defines the standard required to: reflect upon your own practice; ensure continuing self support-and supervision; operate within an agreed ethical code of practice/ethics; identify professional roles in the industry; develop a project brief and form of agreement; document a practice plan.
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Application of the Unit

Application of the unit	This unit applies to the legal, professional and ethical practices in the operation of a consultancy business, management role or professional practice and covers the process of applying ethical standards in dealing with clients, contractors and other stakeholders and conducting business contracts to the required standard.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Investigate and analyse business structures and working practices	1.1. Discuss the roles and responsibilities of the job role. 1.2. Define the roles of various personnel working in a business practice or organisation. 1.3. Formulate a range of management approaches and methodologies suitable for business development.
2. Develop legal, professional and ethical responsibilities working in industry	2.1. Develop methods of sourcing policies, regulations and standards relevant to a project. 2.2. Observe the legal and ethical responsibilities of the job role. 2.3. Identify and describe legislation governing protection of intellectual property in Australia and internationally. 2.4. Identify issues that need to be addressed when entering into a client / practitioner agreement. 2.5. Undertake a range of contracts / agreements used in the industry and demonstrate their application. 2.6. Implement the ethical and legal responsibilities in expert witness roles, provision of legal evidence and provision of expert advice.
3. Evaluate&reflect upon own practice	3.1. Demonstrate and promote sustainable practices in own work and the work of others. 3.2. Analyse own work to identify influences, style, market relevance and quality in conjunction with supervisors and/or peers. 3.3. Feedback is actively sought and accepted non defensively.
4. Develop a professional practice plan to meet professional goals	4.1. Develop personal and professional goals and objectives. 4.2. Identify strengths and weaknesses in relation to goals and objectives. 4.3. Evaluate own capacity to meet goals and objectives. 4.4. Develop a professional development plan to enhance professional capabilities. 4.5. Document a professional practice plan designed to support the achievement of goals.
5. Operate within an agreed ethical code of practice/ethics	5.1. Own practice is assessed against identified objectives or code of ethics using a range of valid evidence. 5.2. The effect of values, beliefs and behaviour in work

ELEMENT	PERFORMANCE CRITERIA
	with clients is recognised. 5.3. Build client relationships in accordance with identified objectives or code of ethics. 5.4. Realistic goals and targets for self development are established.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- assess the effectiveness of own skills development
- develop job and time based costing and pricing
- developing marketing strategies
- monitoring research trends related to roles and responsibilities
- organisation, planning and personal management skills
- professional practice skills
- self evaluation
- provide legal evidence and expert advice
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- typical business management structures
- issues of professional practice for the job role
- team roles, responsibilities and accountabilities
- legislation, ethical and financial considerations
- legislation covering protection of copyright and intellectual property
- local and international professional organisations relevant to the industry

REQUIRED SKILLS AND KNOWLEDGE

- workplace occupational health and safety policies and procedures
- understanding of relevant theories, principles, practices and their application and other aspects of knowledge, desirable or necessary in order to practise effectively within the industry
- expert witness roles and processes
- personal goal setting
- measuring performance
- time management
- marketing principles
- professional practice considerations
- communication principles
- strategies for promoting awareness of a product.

Evidence Guide

EVIDENCE GUIDE

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

Overview of assessment

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 workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- reflect upon your own practice
- ensure continuing self support-and supervision
- operate within an agreed ethical code of practice/ethics
- identify professional roles in the industry
- develop a project brief and form of agreement
- document a practice plan.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Practices may include:

- roles and responsibilities
- personnel
- business development
- legal and ethical responsibilities
- provision of legal evidence and expert advice
- protection of intellectual property
- contracts and agreements
- effective communication techniques
- project management methodologies

RANGE STATEMENT

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| | <ul style="list-style-type: none">• industry based and technical developments. |
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Unit Sector(s)

Unit sector	Work
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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