



Australian Government

AMPCOR401 Manage own work performance

Release: 1

AMPCOR401 Manage own work performance

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work performance and be role models for others. This unit covers the competencies to set work goals and plans, manage and improve own work performance and provide an example for others.

This unit is applicable to those in supervisory or leadership positions in meat processing, smallgoods and retailing operations who have responsibility for setting and achieving operational and administrative goals.

This unit must be delivered and assessed in the context of Australian meat industry standards and regulations.

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

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Set and achieve personal goals	1.1 Reflect pride in achievement, commitment to customer service and enterprise requirements in personal performance standards 1.2 Set personal goals to reflect roles and responsibilities within the organisation 1.3 Identify and use opportunities to extend personal performance and goals

Element	Performance criteria
	1.4 Provide a role model to others through personal qualities and workplace relationships 1.5 Demonstrate consistency in personal performance over changes in workplace conditions and contexts
2. Establish and achieve personal work priorities	2.1 Prioritise responsibilities, duties and tasks to achieve personal, team and organisational goals 2.2 Develop and follow work plans and schedules to achieve personal and enterprise targets 2.3 Use technology efficiently and effectively to manage work priorities and commitments 2.4 Implement strategies for minimising and managing stress
3. Maintain and update professional skills and knowledge	3.1 Assess personal skill and knowledge against position/job description, competency standards and personal goals to identify areas and priorities for development 3.2 Use feedback from clients, customers and colleagues to improve competence 3.3 Identify and utilise opportunities for professional development
4. Review own work performance	4.1 Analyse personal performance 4.2 Review personal goals according to changing industry directions, enterprise goals and personal performance 4.3 Identify new skills and knowledge required to maintain professional excellence and competitive edge 4.4 Prepare strategies for achieving personal goals

Foundation Skills

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

Range of Conditions

Unit Mapping Information

MTMCOR205A Communicate in the workplace	E
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPCOR401 Manage own work performance

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Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must manage own work performance.

The candidate must:

- apply judgement, experience and knowledge of enterprise deadlines and targets
- develop strategies for minimising and managing stress
- document professional development and training achievements
- identify and apply relevant Workplace Health and Safety (WHS), regulatory and workplace requirements
- identify personal career path and opportunities
- keep up-to-date with enterprise procedures and processes
- make decisions within own responsibility and accountability
- manage time effectively
- participate in internal and external networks to develop own knowledge, skills and competence
- plan and sequence tasks and activities

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- characteristics of an effective leader in the meat industry
- enterprise goals, directions, ethical standards and values
- how personal goals contribute to the achievement of enterprise goals
- own role in achieving organisation's goals
- career paths available in the industry

Assessment Conditions

Assessment must include demonstration of on-the-job competency in the workplace, and be supported by a referee's report.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

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