



Australian Government

AMPLDR404 Manage own work performance and development

Release: 1

AMPLDR404 Manage own work performance and development

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit describes the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work performance and development and be a role model 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 applies to those who work in supervisory or leadership positions in meat or food processing, smallgoods and retailing operations who have responsibility for setting and achieving operational and administrative goals.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Leadership (LDR)

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. Set and achieve personal goals	1.1 Reflect pride in achievement, commitment to customer service and workplace requirements in personal performance standards 1.2 Set personal goals to reflect roles and responsibilities within the

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	organisation 1.3 Identify and use opportunities to extend personal performance and uphold ethical standards 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 work-life balance while meeting work priorities 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 skills and knowledge against position/job description, competency standards and personal goals to identify areas and priorities for development 3.2 Use feedback from managers, clients, customers and colleagues to improve competence 3.3 Identify and utilise opportunities for professional development 3.4 Participate in professional networks and associations to enhance skills, knowledge and work relationships
4. Review own work performance	4.1 Analyse personal performance 4.2 Review personal goals according to changing industry directions, workplace 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

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret key requirements of a variety of texts, including regulations, codes of practice and industry requirements
Oral communication	Interact effectively with clients and colleagues from diverse social, economic and cultural backgrounds

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPLDR404 Manage own work performance and development	AMPCOR401 Manage own work performance	Unit title changed Unit code updated Performance Criteria clarified Performance Evidence, Knowledge Evidence and Assessment Conditions reworded for clarity	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPLDR404 Manage own work performance and development

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed own work performance and development in a meat or food processing workplace, including:

- documented workplace goals for professional behaviour
- elicited feedback from managers, clients, customers and colleagues to improve competence
- used technology to effectively manage time, work and personal priorities and commitments
- documented a professional development plan that includes at least three opportunities to develop and maintain professional practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- characteristics of an effective leader in the meat or food processing industry
- workplace goals, directions, ethical standards and values
- how personal goals contribute to the achievement of workplace goals
- own role in achieving organisation's goals
- career paths available in the industry
- professional networks and associations available within the meat or food industry
- self-assessment, reflection and feedback techniques that can be used to identify areas for improvement in professional practice
- sources of professional advice
- time management and scheduling techniques
- techniques for conflict resolution and dealing with difficult situations in the workplace
- types of issues that may impact the ethical conduct of work activities:
 - conflicts of interest

- fraudulent behaviours
- inappropriate relationships with providers associated with procurement of goods or services.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat or food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - time management tools
- specifications:
 - meat or food industry codes and standards
 - information about professional networks and associations
- relationships:
 - interactions with work team.

Assessment for this unit must include at least three forms of evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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