



Australian Government

Department of Education, Employment and Workplace Relations

AURM441538A Manage personal presentation and development

Release: 1

Modification History

Not applicable.

Unit Descriptor

This unit covers the competence to manage personal presentation, learning and career options, develop personal conflict management skills and health and fitness plan

Unit Sector(s)

No sector assigned

Elements and Performance Criteria

- | | |
|--|--|
| 1. Establish personal presentation standards | 1.1 Team expectations of personal presentation are identified
1.2 Personal presentation requirements are related to role responsibilities
1.3 Standards of personal presentation are determined
1.4 Strategies to achieve personal presentation standards are devised |
| 2. Determine potential career paths in motorsport | 2.1 Personal strengths and opportunities for improvement are identified and implemented
2.2 Personal attitudes needed to succeed in motorsport are identified
2.3 Personal goals are reviewed and the relationship between personal goals and team goals is defined
2.4 Career options within the team and outside the team are considered
2.5 Potential career paths to achieve personal goals are identified
2.6 Achievements and experience are documented in the form of a portfolio |
| 3. Manage personal learning | 3.1 Different learning styles are researched and personal preferences are identified
3.2 Strategies to maximise the effectiveness of personal learning are identified
3.3 The effects of preferred learning styles in the team environment are identified
3.4 Strategies are reviewed and modified if necessary |
| 4. Develop personal health and fitness plan | 4.1 Personal nutritional requirements for functioning in a motorsport environment are identified and applied
4.2 Factors leading to stress and fatigue in a motorsport environment are identified and strategies are developed and applied
4.3 Personal physical fitness requirements in relation to team role are identified and applied
4.4 The impact of legal and illegal drugs on personal competence and performance in a motorsport environment are identified and strategies applied and modified
4.5 Health and fitness plan is reviewed and modified |
| 5. Establish personal conflict resolution strategies | 5.1 Potential causes of conflict in relation to preferred learning styles and team dynamics are identified
5.2 Personal strategies for dealing with conflict are determined and applied
5.3 Communication techniques are researched
5.4 Strategies for improving communication with team members are identified and applied |

Required Skills and Knowledge

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

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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Unit scope

- Work involves managing personal presentation, learning and career development, conflict management skills and health and fitness plan
- Career planning includes researching personal expectations and opportunities beyond the team including national and international opportunities associated with the motorsport industry
- Managing personal learning includes research into different learning styles, personal preferences and devising strategies to use these preferences in personal learning
- Health includes principles of fitness in a motorsport environment, the effects of alcohol and illegal drugs on body functioning and performance and stress management
- Conflict management strategies include those related to workplace conflict

Unit context

- OH&S requirements include State/Territory and Commonwealth legislation, management systems, controlling body requirements, manufacturer's and operating procedures
- Work requires individuals to demonstrate discretion, judgement and decision making in determining personal needs and preferences and evaluating personal presentation

Information and procedures

- Controlling body rules, category rules and supplementary regulations
- Team policies and procedures relating to representing the team
- Team procedures relating to reporting and communication

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.

Critical aspects of evidence

- Interpret and apply team standards and expectations
- Demonstrate personal presentation and conduct to team expectations in at least one (1) day on at least three (3) occasions in motorsport environments
 - workshop
 - competition event
 - promotional activity
- Each environment must be covered at least once
- Produce a personal resume including detailed statements of:
 - qualifications and training
 - experience in the motorsport industry
 - relevant experience beyond the motorsport industry
 - testimony from employers, colleagues or training bodies
- Produce a personal health and fitness plan including detailed statements of:
 - a minimum of three (3) strategies for managing nutrition needs and demonstrate a knowledge of recommended nutritional intake
 - a minimum of three (3) strategies for increasing personal fitness including at least one (1) of flexibility, cardio-vascular fitness, muscular strength
 - a minimum of three (3) stress management strategies
- Develop a minimum of three (3) conflict resolution strategies, in a motorsport environment
 - tight timeframes or extended working hours
 - differing expectations
 - different working styles
 - appropriate persons external to the team
- Working with and around other team members
- Work effectively with others
- Modify activities to cater for variations in workplace context and conditions

Underpinning knowledge

- Team roles, responsibilities and relationships
- Motorsport sectors and categories
- Goal setting methods (e.g. SMART - specific, measurable, achievable, realistic, time-bound)
- Personal presentation (including hair, clothes, personal hygiene, posture, speech)
- Resume/CV development
- Learning styles and the impact of appropriate persons with different learning styles together in normal and pressure environments
- Positive and negative effects of personal attitudes in a motorsport environment
- Communication principles and techniques
- Group dynamics in high-pressure environments
- Conflict management strategies and techniques
- Human nutritional requirements, food groups and their effect on performance and specific nutritional requirements for functioning in a motorsport environment

- The impact of legal and illegal drugs on the human body and their effects
- Principles of physical fitness and fitness requirement for functional environment

Specific key competencies, underpinning and employability skills required to achieve the performance criteria

These include a number of processes that are learned throughout work in most jobs. Some of these are covered by the national key competencies although others may be added. The details below highlight how these are in the attainment of this unit.

Application of the key competencies in this unit are to satisfy the non-performance criteria.

Level 1 - relates to working effectively within set conditions and procedures.

Level 2 - relates to the management or facilitation of conditions or procedures.

Level 3 - relates to the design, development and evaluation of conditions or procedures.

How will the candidate apply the following key competency in this unit?

Collect, analyse and organise information

Collect, organise and understand information related to team roles and responsibilities, health and nutrition, communication and conflict resolution.

(Level 2)

Communicate ideas and information

Communicate ideas and information to enable development of conflict resolution and effective ways for working with other team members.

(Level 2)

Plan and organise activities

Plan and organise activities including research into learning styles, career development, management strategies and nutrition and physical fitness requirements.

(Level 2)

Work with others and in a team

Work with others and in a team by recognising dependencies and using communication to optimise information flow and communication.

(Level 2)

Use mathematical ideas and techniques

Use mathematical ideas and techniques to estimate the financial and time costs of inefficient working strategies.

(Level 1)

Solve problems

Use scenario planning techniques to assist in determining career choices and dynamics to anticipate potential conflict situations and plan management strategies.

(Level 3)

Use technology

Use workplace technology to assist research and store information.

(Level 1)

Resource implications

- Access to job/role descriptions and documentation of team procedures.

Method of assessment

- Assessment methods must confirm consistency of performance over time and workplace contexts
- Assessment should be by direct observation of tasks and questioning.

Context of assessment

- Assessment should be conducted over time and may be in conjunction with other units of competence
- Assessment may occur on the job or in a workplace simulated facility using appropriate material, work instructions and deadlines
- Assessment of this competence may include project related tasks and a range of forms of indirect evidence of process