



Australian Government

BSBPPEF302 Develop self-awareness

Release: 1

BSBPEF302 Develop self-awareness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to improve self-reliance to confidently perform work tasks within the scope of own responsibility. It involves reflecting on personal development and acquiring knowledge of personal strengths and weaknesses through feedback from others. It also involves the development of goals and plans to improve workplace performance.

The unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts. These individuals are required to develop and extend their self-reliance, self-esteem and confidence.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Evaluate attitudes and values	1.1 Identify and assess differences between a personal attitude and value 1.2 Identify and document role of attitudes and values within the workplace 1.3 Evaluate and record relationship between attitudes and values
2. Assess own skills	2.1 Identify impacts of personal adaptability and flexibility for achieving organisational goals 2.2 Analyse role of personal motivation and self-awareness in achieving own goals and organisational goals

ELEMENT	PERFORMANCE CRITERIA
	2.3 Review and document role of commitment and resilience in the workplace
3. Apply self-awareness in the workplace	3.1 Review personal strengths and weaknesses and their implications for self-awareness 3.2 Create an action plan to develop self-awareness 3.3 Communicate action plan to relevant personnel and seek feedback 3.4 Revise and implement plan with guidance from relevant personnel
4. Develop strategies for ongoing improvement	4.1 Evaluate own ability to improve workplace performance 4.2 Develop strategies to meet opportunities for ongoing personal development 4.3 Monitor and revise action plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	- Applies existing thinking and current practices to examine self-awareness - Researches activities and articles on relevant topics
Writing	- Creates records on observations, experiences and thoughts - Prepares documents to monitor and reflect on performance
Oral communication	Participates in a verbal exchange of observations and elicits the view and opinions of others by listening and questioning
Teamwork	Collaborates with others to test, strengthen and explore self-awareness and different ways of thinking

Unit Mapping Information

Supersedes and is equivalent to BSBWRK311 Develop self-awareness.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBPEF302 Develop self-awareness

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and improve self-awareness in at least three different work tasks.

In the course of the above, the candidate must:

- identify and document difference between an attitude and value
- identify the role of personal and other values in the workplace
- review influence of diverse values and attitudes on self-awareness and working environments
- develop and implement a self-awareness action plan
- interact and apply self-awareness with others as suitable for job role
- respond with self-awareness to changing situations.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- differences between attitudes and values
- factors contributing to effectiveness of own workplace performance
- features of personal motivations and implications for workplace development
- strategies and documentation for a self-awareness action plan.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate application of performance evidence.

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

Links

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