



**Australian Government**

# **BSBPPEF402 Develop personal work priorities**

**Release: 1**

## BSBPEF402 Develop personal work priorities

### 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 plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

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. Plan personal work schedule                   | 1.1 Identify task requirements<br>1.2 Identify own accountabilities in line with task requirements<br>1.3 Assess barriers for performance of personal accountabilities<br>1.4 Develop a personal work schedule                                                               |
| 2. Implement personal work schedule              | 2.1 Communicate personal work schedule to relevant personnel<br>2.2 Monitor own performance according to personal work schedule<br>2.3 Document variations between expected and actual work performance according to task requirements and communicate to relevant personnel |

| ELEMENT                            | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                  |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Review personal work priorities | <p>3.1 Seek and evaluate feedback from relevant stakeholders on own work performance</p> <p>3.2 Analyse variations between expected and actual work performance</p> <p>3.3 Update personal work schedule according to internal and external feedback and changes in circumstances</p> |

## 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                  | <ul style="list-style-type: none"><li>Develops strategies to reflect on own performance and obtain feedback</li></ul>                                                                                                                                       |
| Reading                   | <ul style="list-style-type: none"><li>Identifies and applies textual information from relevant sources to understand organisation's policies and practices</li></ul>                                                                                        |
| Writing                   | <ul style="list-style-type: none"><li>Prepares written reports and workplace documentation that communicate complex information clearly and effectively</li></ul>                                                                                           |
| Numeracy                  | <ul style="list-style-type: none"><li>Analyses numerical information related work accountabilities</li></ul>                                                                                                                                                |
| Enterprise and initiative | <ul style="list-style-type: none"><li>Identifies and understands roles and responsibilities in relation to organisational objectives, policies and procedures</li></ul>                                                                                     |
| Planning and organising   | <ul style="list-style-type: none"><li>Plans, organises and implements tasks to meet organisational requirements</li><li>Uses the main features and functions of digital technologies and tools to complete work tasks efficiently and effectively</li></ul> |

## Unit Mapping Information

Supersedes and is equivalent to BSBWOR404 Develop work priorities.

Supersedes but is not equivalent to:

- BSBSMB408 Manage personal, family, cultural and business obligations
- BSBWOR424 Develop a time management plan.

## 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 BSBPEF402 Develop personal work priorities

## Modification History

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

## 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, implement and review one personal work schedule.

In the course of the above, the candidate must:

- identify personal responsibilities and barriers to their fulfilment according to task requirements
- prepare a personal work schedule
- communicate work schedule to relevant personnel
- monitor personal work performance to identify variations between expected and actual work performance
- review own work performance against workgroup objectives through self-assessment and seeking and acting on feedback from internal and external stakeholders.

## 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:

- content of work plans including:
  - resource requirements
  - stakeholder needs
  - workgroup targets
- business technology applications to schedule tasks and plan work
- methods of personal work performance review including:
  - self-assessment
  - feedback from others
- techniques to prepare personal plans and establish priorities
- methods to elicit, analyse and interpret feedback.

## 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 the 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

Companion Volume Implementation Guide is found on VETNet -

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