



Australian Government

Assessment Requirements for BSBPEF403

Lead personal development

Release: 1

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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 and adapt one self-regulation plan to enhance workplace performance using understanding of emotional intelligence.

In the course of the above, the candidate must:

- research and plan opportunities for own personal development
- identify and record areas for further development in own behaviour in relation to others
- interact and apply self-awareness with others as suitable to and within job role
- monitoring progress of own interpersonal skills.

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 positive and negative workplace behaviour
- types of interpersonal skills including managing emotions and reactions to ongoing work experiences
- interpersonal skill concepts
- factors affecting the development of attitudes and values
- features of personal motivations and implications for workplace development
- key feature of emotional intelligence in leading personal development.

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>