



Australian Government

BSBPPEF403 Lead personal development

Release: 1

BSBPEF403 Lead personal development

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 take responsibility for conscious decision -making processes to contribute to own personal development in the workplace.

The unit applies to individuals who require enhanced personal and social awareness skills within the workplace and personal situations.

No licensing, legislative 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 personal development needs	1.1 Identify impact of personal motivations, attitudes and values on workplace relationships 1.2 Analyse and record instances of personal interpersonal biases impacting workplace relationships 1.3 Create a self-regulation management plan according to organisational policy 1.4 Seek feedback on plan from relevant personnel and adjust as appropriate
2. Implement personal development techniques	2.1 Monitor impact on personal performance and on others according to self-regulation management plan 2.2 Identify tasks and opportunities to contribute to the development of emotional intelligence in others 2.3 Develop strategies for reviewing strengths and limitations of

ELEMENT	PERFORMANCE CRITERIA
	personal development
3. Review and refine personal development	3.1 Identify key areas to sustain health, growth and wellbeing and coping safely and efficiently in working environment 3.2 Assess and document own interpersonal skills 3.3 Review interpersonal styles and their impacts in the workplace 3.4 Review and update self-regulation management 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
Writing	Develops texts dealing with complex ideas and concepts using specialised and detailed language to convey explicit information regarding personal development
Enterprise and initiative	Identifies the implications of behaviour, language and other organisational responsibilities in carrying out own role
Planning and organising	Takes responsibility for developing and implementing plans and processes to achieve organisational objectives, seeking feedback and advice, as required

Unit Mapping Information

Supersedes and is equivalent to BSBWRK412 Contribute to personal development.

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 BSBPEF403 Lead personal development

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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 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

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