



Australian Government

BSBWRK311 Develop self-awareness

Release: 1

BSBWRK311 Develop self-awareness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

The aim of this unit is to allow learners to improve their self-reliance, self-esteem and confidence by developing task-management skills.

Upon completion of this unit learners will be demonstrate the ability to self-reflect on personal development and acquire knowledge of self through the use of feedback from others to set goals and make plans.

It applies to individuals who need to develop and extend their self-reliance, self-esteem and confidence by developing task-management skill.

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

Unit Sector

Management and Leadership - Leadership

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. Recognise attitudes and values	1.1 Identify and record the difference between a personal attitude and value 1.2 Identify the importance of own and other's attitudes and values and document impact within the workplace 1.3 Evaluate and record how attitudes and values can influence self-awareness
2. Identify develop personal strengths	2.1 Identify and record the importance of adaptability and flexibility in line with organisational strategies

ELEMENT	PERFORMANCE CRITERIA
	2.2 Review personal motivations and their importance for achieving goals and self-awareness 2.3 Review and document the importance of commitment and resilience in the workplace
3. Apply self-awareness in the workplace	3.1 Review personal strengths and weaknesses and their implications on self-awareness 3.2 Create an action plan to develop self-awareness in line with organisational policies and procedures 3.3 Communicate action plan to relevant personnel to gather feedback 3.4 Revise and implement plan with guidance from relevant personnel
4. Develop strategies for on-going improvement	4.1 Evaluate capacity to enhance workplace performance 4.2 Develop strategies to meet opportunities for on-going personal development 4.3 Maintains commitment to monitoring and reflection of self-awareness through continuous review and revision of 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	• Uses questioning as a strategy to expand knowledge • Reflects on 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
Interact with others	• Collaborates with others to test, strengthen and explore self-awareness and different ways of thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWRK311 Develop self-awareness	New unit		New unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBWRK311 Develop self-awareness

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Performance Evidence

Evidence of the ability to:

- state and document what an attitude and value is
- state the importance of own and others' values
- state how diverse values and attitudes can influence self-awareness and working environments
- develop and implement action plan
- interact and apply self-awareness with others as suitable for job role
- respond with self-awareness to changing situations.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key differences between attitudes and values
- Key factors contributing to personal effective workplace performance
- Key features of personal motivations and implications for workplace development.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Leadership field of work and include access to:

- case studies and, where possible, real situations
- interaction with others.

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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