



Australian Government

BSBW RK412 Contribute to personal development

Release: 1

BSBWRK412 Contribute to personal development

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 and confidence by demonstrating their self-awareness while participating in one or more tasks, with non-directive supervision.

Upon completion of this unit learners will be able to take responsibility for conscious decision making processes with enhanced self-regulation to contribute to their personal development in the workplace.

It applies to all individuals who require enhanced personal and social awareness skills within the workplace and other situations.

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

Unit Sector

Management and Leadership - Workforce Development

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 own emotional intelligence	1.1 Identify and reflect on personal motivations, attitudes and values which may or may not impact workplace relationships 1.2 Assess, monitor and record instances of interpersonal biases impacting workplace relationships 1.3 Create a self-regulation management plan appropriate to the workplace to demonstrate use of emotional intelligence 1.4 Seek feedback on plan from relevant stakeholders and adjust as appropriate

ELEMENT	PERFORMANCE CRITERIA
2. Apply emotional intelligence	2.1 Implement self-regulation management plan and monitor impact on own performance and impact on others 2.2 Identify tasks and opportunities which will contribute to the development of emotional intelligence 2.3 Demonstrate positive behaviour as a role model to motivate others to achieve team and /or organisational goals and values 2.4 Develop strategies for reviewing strengths and limitations of own personal development
3. Review and refine personal development	3.1 Identify key areas to sustain health, growth and wellbeing and coping safely and efficiently with the working environment 3.2 Reflect on and document own interpersonal skills, including managing emotions and reactions to on-going work experiences 3.3 Implement the most effective interpersonal style in order to motivate staff in own area to achieve the organisation's values and goals

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
Oral Communication	Establishes understanding through questioning and active listening
Navigate the world of work	Appreciates the implications of behaviour, language and other organisational responsibilities in carrying out own role
Interact with others	- Implements communication strategies and behaviours for a diverse range of colleagues to build rapport and foster strong relationships - Identifies strengths and limitations of own interpersonal skills and attitudes and addresses areas that would benefit from further development
Get the work done	Takes responsibility for developing and implementing plans and processes to achieve organisational objectives, seeking feedback and advice as required

	• Uses analytical processes to identify workforce diversity issues and evaluate options to address them
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWRK412 Contribute to personal development	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 BSBWRK412 Contribute to personal development

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Performance Evidence

Evidence of the ability to:

- develop and adapt a self-regulation plan to enhance workplace performance using understanding of emotional intelligence
- role model suitable behaviour in a workplace
- 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.

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 positive and negative workplace behaviour
- Key requirements of interpersonal skill concepts
- Key features to the development of attitudes and values
- 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.

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