



Australian Government

CHCPRP003 Reflect on and improve own professional practice

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Reflect on own practice

1.1 Undertake self-evaluation in conjunction with supervisors and/or peers

1.2 Reflect on and recognise the effect of values, beliefs and behaviour in practice

1.3 Share two-way, open and evaluative feedback with co-workers or peers

1.4 Actively seek and reflect on feedback from clients, organisations or other relevant sources

ELEMENT**PERFORMANCE CRITERIA****2. Enhance own practice**

- 2.1 Determine improvements needed based on own evaluation and feedback from others
- 2.2 Identify potential support networks both internal and external to the organisation
- 2.3 Seek specialist advice or further training where need is identified
- 2.4 Recognise requirements for self-care and identify requirements for additional support
- 2.5 Devise, document and implement a self development plan that sets realistic goals and targets

3. Facilitate ongoing professional development

- 3.1 Access and review information on current and emerging industry developments and use these to improve practice
- 3.2 Assess and confirm own practice against ethical and legal requirements and opportunities
- 3.3 Identify and engage with opportunities to extend and expand own expertise
- 3.4 Regularly participate in review processes as a commitment to upgrading skills and knowledge

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCPRP003 Reflect on and improve own professional practice

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- undertaken a structured process to reflect on and improve own practice and created 1 personal development plan that includes:
 - goals
 - timeframes
 - ways of measuring progress

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations for reviewing and improving own practice, including:
 - codes of practice
 - duty of care
 - rights and responsibilities of workers and employers
 - work role boundaries – responsibilities and limitations
- models and processes of professional reflection
- professional development opportunities, including:
 - industry networking
 - professional associations
 - training requirements and options

- informal and formal ways of learning and developing
- principles and techniques for:
 - creating a personal development plan
 - personal goal setting
 - setting realistic timeframes
 - measuring progress and performance
- types of work methods and practices which can improve performance
- learning styles and how they relate to different individuals

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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