



Australian Government

Department of Education, Employment and Workplace Relations

CUECOR01C Manage own work and learning

Revision Number: 1

CUECOR01C Manage own work and learning

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the self-management skills needed to perform effectively in the workplace. As such it relates to personal time management and the identification and management of personal learning needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	People working in any role in any industry apply the skills and knowledge outlined in this unit. At this level individuals would typically be supervised and they would be expected to seek the advice of supervisors and peers in relation to professional development opportunities. This unit has linkages to a range of other general units, and combined assessment and/or training with those units may be appropriate, e.g.: • CUECOR02C Work with others • BSBDIV301A Work in a culturally diverse environment • CUEIND01C Source and apply entertainment industry knowledge.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop personal time management skills	1.1. Establish priorities and deadlines in consultation with others, as appropriate 1.2. Plan time so that tasks are completed according to order of priority and within established deadlines 1.3. Re-prioritise work effectively as necessary to accommodate important workload variations 1.4. Document details of work tasks and commitments accurately, as required 1.5. Maintain basic work records effectively 1.6. Identify any variations and difficulties affecting work requirements through regular reviews, and inform relevant personnel
2. Manage own learning	2.1. Identify own learning needs in consultation with relevant personnel 2.2. Identify opportunities to meet learning needs and take appropriate action in consultation with relevant personnel 2.3. Collate evidence of on and off-the-job learning relevant to work role
3. Receive and act constructively on personal feedback	3.1. Regularly seek suggestions on ways to improve work 3.2. Act on feedback as required to improve work performance

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- effective communication techniques, including listening, questioning and non-verbal communication
- way of organising information clearly, concisely and logically
- time management techniques as they apply to the particular job role

Required knowledge

- general knowledge of stress management techniques
- knowledge of career paths within the relevant industry context and skill requirements for different roles

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The following evidence is critical to the judgement of competence in this unit: • effective application of time management techniques • communicating effectively with colleagues within the range of situations required for the job role.
Context of and specific resources for assessment	The assessment context must provide for: • project or work activities that allow the candidate to apply time management techniques in the relevant industry context • interaction with others in relation to identification of learning needs.
Method of assessment	Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: • case studies and projects to assess ability to effectively manage time in given industry situations • oral or written questioning to assess knowledge of time management and communication techniques • review of portfolios of evidence or third party workplace reports of on-the-job performance by the candidate. Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: • resources used to manage time in a given industry context • information on learning opportunities.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Planning of time</i> may involve:	• consultation with others • directions from others • team meetings • use of diaries and other work planning.
<i>Basic work records</i> may include:	• diary entries • file notes • general in-house correspondence, e.g. memos, notes, email • records of meetings • reports • time sheets • work schedules.
<i>Relevant personnel</i> may include:	• community representatives • managers • mentors • peers (inside and outside the organisation) • supervisors.
<i>Own learning needs</i> may relate to:	• knowledge required for present job • need to obtain competencies to meet current and future organisational objectives • skills development to fulfil career aspirations.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce development - learning and development
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Co-requisite units

Co-requisite units		