



Australian Government

DEFEV503 Maintain and enhance professional practice

Release: 1

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Modification History

Release	TP Version	Comments
2	DEF12V2	New unit.
1	DEF12V1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manage personal professional performance and to take responsibility for professional development in relation to the provision of evaluation services.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit describes the performance outcomes, skills and knowledge required to manage personal professional performance and to take responsibility for professional development in relation to the provision of evaluation services.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Model high standards of performance	1.1 Incorporate individual responsibilities and accountabilities into personal work plans in accordance with organisational and legal requirements. 1.2 Model appropriate professional techniques and strategies. 1.3 Apply ethical and inclusive practices in professional practice.
2. Determine personal development needs	2.1 Assess own knowledge and skills against relevant benchmarks to determine development needs and priorities. 2.2 Seek input from other relevant personnel about own development needs and priorities. 2.3 Identify ways to update and maintain currency of evaluation practices and prepare a <i>vocational training plan</i>. 2.4 Combine a vocational training plan and personal development objectives into an overall <i>professional development plan</i>.
3. Participate in professional development activities	3.1 Select and implement development opportunities to support continuous learning and maintain currency of professional practice. 3.2 Participate in professional networks to support continuous learning and maintain currency of professional practice. 3.3 Engage in processes which include observing peers and providing feedback. 3.4 Invite peers and others to observe and provide feedback on own practices. 3.5 Use technology to maintain regular communication

with relevant networks, organisations and individuals.

4. Reflect on and evaluate professional practice

- 4.1 Research developments and trends impacting on professional practice and integrate information into work performance.
- 4.2 Use feedback from colleagues and clients to identify and introduce improvements in work performance.
- 4.3 Document professional development activities, learning and planned changes in behaviours in accordance with the organisation's systems and processes.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- communication skills to:
 - obtain feedback from colleagues and clients
 - participate in professional networks
 - consult with colleagues and clients
- interpersonal skills to:
 - participate in industry events and activities
 - build professional relationships and networks
 - engage with peers professionally to give and receive feedback constructively
- leadership skills to:
 - influence and motivate others
 - guide and support others
 - make informed decisions and recommendations
- literacy skills to:
 - read and interpret evaluation information such as legal and organisational policy documents
 - complete and maintain records related to professional development
 - reflection skills to systematically evaluate personal work practices to improve performance or understanding
- research skills to:
 - keep up with trends in evaluation
 - identify relevant industry affiliations
 - keep up with trends, changes and developments in own area of specialty

- self-evaluation skills to:
 - identify gaps in skills or knowledge
 - obtain competencies to meet current and future organisational objectives
 - analyse and identify opportunities to improve training and assessment practices
- time management skills to:
 - organise professional development activities

Required Knowledge

- organisational goals and objectives
- organisational processes, procedures and opportunities relating to professional development
- continuous improvement techniques and processes and their application
- social and education trends and changes impacting on the evaluation environment, such as:
 - policy changes
 - technological changes
 - cultural changes
 - economic changes
- networks relevant to professional practice
- ethical and inclusive principles and practices associated with assessment of competence
- types and availability of development activities and opportunities.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- model appropriate professional techniques and strategies
- contribute to own professional development plan
- network and use technology to gain information and other support
- participate in professional development activities and maintain currency of skills and knowledge in evaluation

Consistency in performance

Competency should be demonstrated on at least one occasion covering the scope of the unit of competence.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

- No specific requirements

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 in the Performance Criteria is detailed below.

<i>Vocational training plan</i> may include::	• self assessment of current skills and knowledge • identified areas requiring development • identified opportunities for development • procedures for development including: • work-team meetings • professional practice groups • industry contact • training • job rotation • conferences • research • return to industry • industry visits
<i>Professional development plan</i> may include:	• both vocational training plan and personal career objectives • the organisation's professional development plan for each individual staff member, outlining: • work and personal career objectives • identified areas requiring development • learning opportunities and activities • relevant work activities and projects • links to organisational training needs profile • link to organisation's strategic plan

Unit Sector(s)

Not applicable.