



Australian Government

PSPGEN009 Work effectively in the organisation

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV301B Work effectively in the organisation. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to work effectively in a public sector organisation with a focus on self-management. It includes evaluating and developing your own expertise, identifying career options, working within the organisational structure and culture, and managing your own work.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in teams or autonomously, performing routine tasks in familiar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Evaluate and develop own expertise	1.1 Make self-assessment of work-related competencies by reflecting on own workplace experience and training, and from monitoring feedback on performance in the workplace. 1.2 Undertake research to identify possible careers and compare the requirements of these careers with current skill base and development opportunities available within the organisation and across the public sector. 1.3 Identify areas requiring competency development by comparing current competencies with the competency requirements of current or anticipated duties. 1.4 Set personal learning goals and monitor progress towards them. 1.5 Identify and access potential competency recognition or development opportunities. 1.6 Maintain records of competency development and convey work-related competencies and experience to relevant people as required.
2. Work within the organisational structure and context	2.1 Develop and use a comprehensive knowledge of the organisation's structure and function. 2.2 Develop and use an understanding of the organisation's context. 2.3 Identify the work unit's position in the organisational structure, examine its relationship with other organisational work units and determine any protocols, difficulties or special requirements. 2.4 Identify and confirm the contribution of the work role and the work unit to the organisation's vision, goals and outcomes. 2.5 Undertake work in a manner that has regard for the workgroup position and the organisation's structure, functioning, culture and vision.
3. Manage own work	3.1 Identify, clarify and prioritise individual work goals. 3.2 Identify and manage risks to the achievement of personal work outcomes in accordance with organisational risk management requirements. 3.3 Select work strategies with regard to applicable work parameters. 3.4 Monitor progress with work against set goals, strategies and outcomes. 3.5 Achieve work goals and revise work plans to attend to ongoing or new responsibilities.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV301B Work effectively in the organisation.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN009 Work effectively in the organisation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking self-reflection
- communicating with diverse audiences including discussion of competency recognition or development needs
- presenting/reporting information to others
- writing including work plans, curriculum vitae, records, reports, referrals
- reading and interpreting organisational materials
- planning and time management
- using numeracy skills to manage time and undertake mathematical tasks embedded in information or instructions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment, regulations, policies, procedures and guidelines relating to work in the public sector
- competency requirements of current duties
- principles of career planning/development and taking responsibility for own learning and development
- self-assessment techniques
- alternative work strategies
- range of learning and development strategies

- the organisation's risk management procedures

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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