



Australian Government

PSPGEN025 Develop and implement work unit plans

Release: 1

PSPGEN025 Develop and implement work unit plans

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 PSPGOV404B Develop and implement work unit plans. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and implement work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, and evaluating work plans.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

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 under supervision performing complex tasks in a range of 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. Participate in planning activities	1.1 Make contributions to planning that reflect knowledge of corporate goals and their relationship to work unit and individual plans. 1.2 Consider workplace requirements in contributions to work unit plans. 1.3 Complete planning activities within the defined timeframe and meet the organisation's requirements. 1.4 Seek and act upon feedback in relation to effectiveness of input to planning activities.
2. Prepare individual work plans	2.1 Ensure work plan objectives are consistent with and linked to organisational and work unit aims. 2.2 State objectives as measurable targets with clear performance indicators. 2.3 Explore innovative and cost effective options for achieving objectives and align to organisational aims. 2.4 Use individual work plans to promote the achievement of work unit objectives and to reflect personal and organisational accountability to all clients. 2.5 Collaborate with other workgroup members to integrate individual plans and build working relationships.
3. Implement and evaluate work plans	3.1 Identify work methods and practices to implement plans in consultation with others. 3.2 Monitor and balance workload and work flows. 3.3 Complete work in accordance with work plans and meet time and workplace requirements. 3.4 Monitor problems in implementing work plans and propose solutions within area of responsibility. 3.5 Revise work plans according to changes in work priorities and organisational needs.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV404B Develop and implement work unit plans.

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 PSPGEN025 Develop and implement work unit plans

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. In not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- planning own work to achieve goals
- engaging in collaborative planning with other workgroup members
- applying problem solving
- monitoring and evaluation of progress towards work unit goals
- negotiating goals and outcomes

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 WHS and environment, regulations, policies, procedures and guidelines relating to work planning in the public sector
- effective planning processes
- policies and procedures on sustainable practice
- corporate goals or aims
- organisational procedures
- importance of aligning work unit plans with organisational goals

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.

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