



Australian Government

PSPGEN060 Manage performance

Release: 1

PSPGEN060 Manage performance

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 PSPGOV519A Manage performance. • 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 manage performance in accordance with the organisation's performance management system. It includes linking individual and/or workgroup activities to organisational goals, setting performance expectations, measuring performance achievements, and renegotiate performance and development plans.

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 autonomously with supervision responsibilities, performing complex tasks in a range of familiar and unfamiliar 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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Link individual and/or workgroup activities to organisational goals	1.1 Identify, link and explain the organisation's mission, vision and goals in accordance with each individual's needs. 1.2 Align individual and workgroup activities with organisational goals in consultation with workgroup members. 1.3 Prioritise individual and workgroup activities.
2. Set performance standards expectations	2.1 Identify and clarify performance standards. 2.2 Consult, negotiate and agree upon performance standards. 2.3 Develop and agree upon performance, learning and/or development plans to document team and individual performance targets, standards and professional development objectives. 2.4 Develop performance targets and key performance indicators. 2.5 Implement performance plans.
3. Measure performance achievements	3.1 Monitor, appraise measure and address individual performance against performance goals and required business outcomes. 3.2 Manage and document disagreement or conflict. 3.3 Recognise and/or reward outstanding performance. 3.4 Identify and implement areas and strategies for improvement to continuously improve performance and outcomes.
4. Renegotiate performance and learning/development plans	4.1 Document and use the results of performance management to identify strengths and performance gaps. 4.2 Capture learning to inform knowledge management strategies and transfer skills to other staff. 4.3 Renegotiate and agree upon performance standards. 4.4 Identify and agree upon learning and development objectives to enhance performance and meet developing organisational and workgroup goals. 4.5 Document agreed performance standards and related professional development.

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 PSPGOV519A Manage performance.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPGEN060 Manage performance

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.

- applying legislation, regulations and policies relating to performance management
- giving feedback on performance
- maintaining confidentiality
- communicating with a diverse workforce including listening, questioning, clarifying, negotiating and managing conflict
- identifying future learning and development requirements
- applying time management

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 performance management
- grievance procedures
- disciplinary procedures
- code of conduct
- privacy legislation
- freedom of information
- organisation's performance management system
- organisation's learning and development system
- impact of learning and development opportunities on performance
- remuneration systems

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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