



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>

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