



Australian Government

PSPGEN145 Work effectively in the organisation

Release: 1

PSPGEN145 Work effectively in the organisation

Modification History

Supersedes and is equivalent to PSPGEN009 Work effectively in the organisation.

Application

This unit describes the performance outcomes, skills and knowledge required to work effectively with a focus on self-management, in a public sector organisation, and other similar organisations including related agencies and statutory authorities.

This unit applies to those working in generalist and specialist roles within the organisation, in teams or autonomously, performing routine tasks in familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Evaluate and develop own expertise.
 - 1.1. Self-assess work-related competencies by reflecting on own workplace experience and training, and from monitoring feedback on workplace performance.
 - 1.2. Research career opportunities and compare the requirements of 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 and monitor progression of personal learning goals.
 - 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.
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.
 - 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

Foundation skills essential to performance in this unit, but not explicit in the performance

criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret organisational materials.
Writing skills to:	• complete reports in standard and familiar formats, including work plans, curriculum vitae, records and referrals.
Numeracy skills to:	• manage time and undertake mathematical tasks embedded in information or instructions.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN009 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>

Assessment Requirements for PSPGEN145 Work effectively in the organisation

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- undertake self reflection
- communicate with diverse audiences, including discussion of competency recognition or development needs
- present and report information to others
- plan and manage time in relation to own work goals.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- requirements of legislation, regulations, policies, procedures, and guidelines relating to work in the organisation
- competency requirements of current duties
- principles of career planning and personal development including taking responsibility for own learning and development
- self-assessment techniques
- alternative work strategies
- learning and development strategies
- organisational risk management procedures.

Assessment Conditions

- Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, regulations, policies, procedures, and guidelines relating to the organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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