



Australian Government

PUATEA005 Manage own professional performance

Release: 1

PUATEA005 Manage own professional performance

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to manage own professional performance and to perform ethically and with the integrity required to ensure the public's confidence.

The unit applies to personnel working within a public safety environment where the principles of own professional management apply. It includes modelling high standards of personal performance, ethics and integrity, reviewing and monitoring own performance, developing and maintaining ongoing personal competence, managing personal work priorities, assisting and supporting other personnel and maintaining physical and emotional health.

Individuals must operate within the law through complying with organisational policies and procedures. However, work in dangerous and fluid environments requires that they act independently and manage their own performance.

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

Pre-requisite Unit

Not applicable

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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| 1 Model high standards of personal performance, ethics and integrity | 1.1 | Own performance standards are consistently demonstrated to serve as a role model for others |
| | 1.2 | Personal and professional integrity is maintained to engender confidence and respect from others |
| | 1.3 | Commitment to laws and organisational policies, procedures and objectives is constantly demonstrated |
| | 1.4 | Breaches of organisational codes of ethics or practices are recognised and reported, in accordance with organisational procedures |
| 2 Review and monitor own performance | 2.1 | Required personal and professional performance standards are identified and acknowledged |
| | 2.2 | Self-assessment and reflection is regularly used to monitor performance against established standards and to accurately identify personal strengths and weaknesses |
| | 2.3 | Formal and informal performance feedback is regularly sought and acted upon, in accordance with organisational procedures |
| | 2.4 | Tasks are carried out to achieve outcomes in a manner that minimises resource usage |
| 3 Develop and maintain ongoing personal competence | 3.1 | Currency of professional operational competencies is maintained |
| | 3.2 | Personal development strategies are identified, planned and implemented and results are evaluated, in accordance with organisational procedures |
| | 3.3 | New organisational developments are identified and required competencies are acquired and applied |
| 4 Manage personal work priorities | 4.1 | Jobs or tasks are prioritised and undertaken, in accordance with team goals |
| | 4.2 | Competing demands are assessed and organised within time constraints to achieve individual, team and organisational priorities |
| | 4.3 | Operational and self-development needs are balanced within the work environment |

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| 5 Assist and support other personnel | 5.1 Informative and constructive feedback is provided to other personnel in a positive manner |
| | 5.2 Productive and harmonious work environment is promoted through interaction with others |
| | 5.3 Encouragement, support and advice is provided to personnel, in accordance with organisational protocols |
| 6 Maintain physical and emotional health | 6.1 Levels of personal, physical and emotional health are routinely monitored and appropriately managed |
| | 6.2 Support is sought to enable identification and implementation of positive alternatives to personal problems |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUATEA005A Manage own professional performance.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUATEA005 Manage own professional performance

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting and supporting other personnel to meet organisational procedures
- communicating with others
- developing and maintaining ongoing personal competence
- following organisational policies and procedures
- maintaining high levels of personal presentation including dress code, manners and respect
- maintaining high levels of professional ethics and integrity in work practices including dealing with and responding to issues or events that challenge professional ethics
- maintaining personal health and stress that enables optimum operational performance
- maintaining professional performance standards consistently
- managing personal and work priorities
- planning and implementing personal improvement plans
- recognising, accurately assessing and acknowledging personal strengths and weaknesses
- reporting breaches of integrity and behaviour to appropriate personnel
- reviewing and monitoring own performance
- seeking out and responding to feedback related to personal performance
- working in a team environment including within time constraints to achieve individual, team and organisational priorities

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of

- acceptable and non-acceptable behaviour and practices
- breaches of professional ethics and procedures for dealing with
- communication techniques
- factors pertaining to role that impacts on personal health and stress
- internal and external professional support and development mechanisms

- methods for assessing and reviewing personal performance and for planning and implementing personal improvement strategies
- organisational documentation, policies and procedures including codes of practice and ethics
- professional integrity and organisational behaviour standards
- team dynamics and its impacts on personal work performance
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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