



Australian Government

SIRXIND005 Develop personal productivity

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to improve personal productivity in the workplace by assessing current skill level and engaging in personal development to address identified skill gaps.

It applies to individuals at all levels working in frontline roles in a diverse range of industry sectors and business contexts.

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

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess personal skill level.	1.1. Identify skill and knowledge requirements of job role and desired personal skill and knowledge levels. 1.2. Seek feedback from others and reflect on own capabilities and skill level. 1.3. Evaluate personal skill and knowledge level against desired skills and knowledge. 1.4. Define gap between current and desired skill level.
2. Undertake personal development activities.	2.1. Identify relevant formal and informal sources of personal development. 2.2. Create a personal development plan to address identified

- skill and knowledge gaps.
- 2.3. Gain required approval to engage in formalised personal development activities.
- 2.4. Participate in formal and information professional development activities and seek further opportunities to enhance development.
- 2.5. Develop professional networks to assist in ongoing personal development.
- 3. Apply skills and knowledge to the workplace.
 - 3.1. Apply newly developed skills and knowledge to current role to improve overall productivity and workplace outcomes.
 - 3.2. Share newly developed skills and knowledge with team members to enhance overall team performance.

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 information from organisational and industry skills and knowledge standards to inform personal development planning.
Learning skills to:	investigate and apply strategies to develop personal competence.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRXIND005 Develop personal productivity

Modification History

Not applicable.

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:

- document a self-assessment that covers:
 - current skill and knowledge level
 - required skill and knowledge level
 - skills and knowledge gaps
- document a personal development plan for addressing the above identified skills and knowledge gap that details:
 - action plan
 - formal and informal sources of personal development
 - professional networking opportunities
 - key performance indicators
- engage in the following activities:
 - one personal development activity
 - one professional network
- reflect on the above activities to determine improvements in skills and knowledge as relevant to job role.

Knowledge Evidence

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

- organisational and industry required skill and knowledge level relevant to job role
- role of ongoing skill and knowledge development in contributing to workplace outcomes and personal development
- key features of a personal development plan
- techniques for:
 - assessing current skill and knowledge level
 - obtaining feedback on current skill and knowledge level
 - completing skill and knowledge gap analysis
- types and sources of personal development:
 - formal learning

- informal learning
- coaching
- mentoring
- networking
- job rotation
- action learning projects.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- sources of information on organisational and industry skill and knowledge requirements
- template for personal development plans
- individuals who can provide feedback on skill and knowledge level; these can be:
 - individuals in an industry workplace, or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

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

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