



**Australian Government**

# **TAEPDD501 Maintain and enhance professional practice**

**Release: 2**

## TAEPPDD501 Maintain and enhance professional practice

### Modification History

| Release   | Comments                                                                                                                                |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Release 2 | This was first released with <i>TAE Training and Education Training Package Release 2.1</i> .<br>Minor update to Assessment Conditions. |
| Release 1 | This version first released with <i>TAE Training and Education Training Package Release 2.0</i> .                                       |

### Application

This unit describes the skills and knowledge required to manage personal professional performance, and to take responsibility for professional development in relation to the provision of training and/or assessment services.

It applies to those who work under limited supervision using a range of management skills and are involved directly, or indirectly, in the provision of training and assessment services in a Registered Training Organisation (RTO).

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

### Unit Sector

Professional development

### Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                     |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                   |
| 1. Model high standards of performance           | 1.1 Incorporate individual responsibilities and accountabilities into personal work plans in accordance with organisational and legal requirements<br>1.2 Model appropriate professional techniques and strategies<br>1.3 Apply ethical and inclusive practices in professional practice |
| 2. Determine personal                            | 2.1 Assess own knowledge and skills against relevant benchmarks                                                                                                                                                                                                                          |

| ELEMENT                                               | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| development needs                                     | <p>to determine development needs and priorities</p> <p>2.2 Seek input from other relevant personnel about own development needs and priorities</p> <p>2.3 Identify ways to update and maintain currency of vocational competency, and prepare a vocational currency plan</p> <p>2.4 Identify ways to update, and maintain, vocational education and training (VET) knowledge and skills, as well as trainer and assessor competence, and prepare a VET currency plan</p> <p>2.5 Combine the vocational currency plan and VET currency plan into an overall professional development plan</p>                                            |
| 3. Collaborate with peers in professional development | <p>3.1 Observe facilitators in facilitation practice and provide them constructive feedback</p> <p>3.2 Invite peers to observe and provide constructive feedback on own facilitation practices</p> <p>3.3 Interview assessors in relation to the judgements they make in their assessment practices, and provide them constructive feedback</p> <p>3.4 Invite peers to question own judgements in assessment practices, and provide constructive feedback</p>                                                                                                                                                                            |
| 4. Participate in professional development activities | <p>4.1 Select and implement development opportunities to support continuous learning and maintain currency of professional practice</p> <p>4.2 Participate in professional networks to support continuous learning and maintain currency of professional practice</p> <p>4.3 Engage in processes that include observing peers in training and assessment practices, and providing them with feedback</p> <p>4.4 Invite peers and others to observe, and provide feedback, on own training and assessment practices</p> <p>4.5 Use technology to maintain regular communication with relevant networks, organisations and individuals</p> |
| 5. Reflect on and evaluate professional practice      | <p>5.1 Research developments and trends impacting on professional practice and integrate information into work performance</p> <p>5.2 Use feedback from colleagues and clients to identify, and introduce, improvements in work performance</p> <p>5.3 Document professional development activities, learning and planned changes in behaviours, in accordance with the organisation's systems and processes</p>                                                                                                                                                                                                                         |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill                      | Performance Criteria                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning                   | 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 5.1, 5.2 | <ul style="list-style-type: none"> <li>Reflects on skills and knowledge of self and others, to seek opportunities for learning, development and improvement</li> <li>Undertakes independent research to source information and data, interpreting and synthesising understanding specific to the professional development context</li> </ul>                                                                                                                                                                     |
| Reading                    | 1.1, 2.1, 2.3, 2.4, 4.1, 4.5, 5.1, 5.2                               | <ul style="list-style-type: none"> <li>Sources, analyses and interprets written information about learning, learning development and continuous improvement, to refine professional practice</li> <li>Analyses currency of material, relevance and authority of source</li> </ul>                                                                                                                                                                                                                                |
| Writing                    | 1.1, 2.1, 2.3, 2.4, 2.5, 3.1, 4.3, 4.5, 5.1, 5.3                     | <ul style="list-style-type: none"> <li>Produces documentation, including work reports and plans, incorporating analysis of information and observations of practice, using the language, format and style appropriate to a specific audience and context</li> </ul>                                                                                                                                                                                                                                              |
| Oral Communication         | 2.2, 4.2, 4.3, 4.4, 4.5, 5.2                                         | <ul style="list-style-type: none"> <li>Leads verbal communication about ideas and feedback with individuals and groups to improve practice</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
| Navigate the world of work | 1.1, 5.3                                                             | <ul style="list-style-type: none"> <li>Identifies and takes responsibility for adherence to organisational policies and procedures, and legal, and ethical requirements</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| Interact with others       | 3.1, 3.2, 3.3, 3.4                                                   | <ul style="list-style-type: none"> <li>Collaborates, provides feedback and shares knowledge, and experience, with others to confirm understanding and to develop improved skills, knowledge and practice</li> </ul>                                                                                                                                                                                                                                                                                              |
| Get the work done          | 1.1-1.3, 2.1-2.5, 3.1-3.4, 4.1-4.5, 5.1-5.3                          | <ul style="list-style-type: none"> <li>Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve effective and efficient outcomes</li> <li>Researches, identifies and responds to problems and opportunities for improvement using systematic, analytical processes</li> <li>Uses information and communications technology (ICT) based tools to conduct research, complete work tasks, and maintain effective communication</li> </ul> |

## Unit Mapping Information

| Code and title<br>current<br>version                              | Code and title<br>previous<br>version                              | Comments                                                    | Equivalence<br>status |
|-------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------|-----------------------|
| TAEPPDD501<br>Maintain and<br>enhance<br>professional<br>practice | TAEPPDD501A<br>Maintain and<br>enhance<br>professional<br>practice | Updated to<br>meet<br>Standards<br>for Training<br>Packages | Equivalent<br>unit    |

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>