



Australian Government

TAEPDD511 Maintain and enhance professional practice

Release: 1

TAEPDD511 Maintain and enhance professional practice

Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is equivalent to TAEPDD501 Maintain and enhance professional practice.

Application

This unit describes the skills and knowledge required to manage own standard of performance, and plan and participate in professional development relating to own professional practice in a vocational education and training (VET) context.

The unit applies to experienced individuals in a variety of VET sector job roles, including those in advanced training and assessment roles, design and development roles, and VET leadership roles.

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

Unit Sector

Professional development

Elements and Performance Criteria

ELEMENTS	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 expected standard of performance	1.1 Identify individual responsibilities and accountabilities of own job role 1.2 Incorporate responsibilities and accountabilities into own professional practice according to organisational and legal requirements 1.3 Apply ethical and inclusive practices in professional practice
2. Plan own professional development	2.1 Assess own vocational competence, industry currency, and skills and knowledge 2.2 Compare own vocational competence, industry currency and

ELEMENTS	PERFORMANCE CRITERIA
	skills and knowledge with VET regulatory requirements, and determine professional development needs and priorities 2.3 Seek input from others to inform own professional development needs and priorities 2.4 Identify professional development strategies applicable to own role that satisfy VET regulatory requirements 2.5 Document professional development plan to meet own needs using identified professional development strategies
3. Undertake professional development	3.1 Implement professional development strategies according to organisational procedures 3.2 Collaborate with peers and exchange feedback constructive to improving own professional practice 3.3 Seek and act on feedback from peers to improve own professional practice 3.4 Maintain and interact with professional networks relevant to improving own professional practice 3.5 Research and identify VET and industry developments and trends relevant to own job role and integrate into professional practice 3.6 Document professional development activities and update professional development plan according to organisational procedures
4. Review and evaluate professional practice	4.1 Research developments and trends impacting on own professional practice and identify opportunities to integrate into work performance 4.2 Use feedback to identify and introduce improvements in own work performance 4.3 Review own professional development and identify and document areas for improving own professional practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Digital literacy	Uses main features and functions of digital tools and electronic applications required in own role in a range of contexts to access and exchange information

Skill	Description
Learning	• Reflects on skills and knowledge of self and others and seeks opportunities for professional development • Researches, interprets and synthesises information specific to the professional development context
Reading	• Sources, analyses and interprets written information to improve professional practice • Analyses currency and relevance of information, and authority of information source
Writing	• Produces documentation incorporating analysis of information and observations of practice
Oral communication	• Leads verbal communication about improving professional practice
Self-management	• Identifies and takes responsibility for adhering to organisational policies and procedures, and legal and ethical requirements
Initiative and enterprise	• Collaborates, provides feedback and shares knowledge and experience with others to confirm understanding and to develop improved professional practice
Planning and organising	• Plans, organises and completes work according to requirements, taking responsibility for decisions and sequencing tasks to achieve effective and efficient outcomes

Unit Mapping Information

Supersedes and is equivalent to TAEPDD501 Maintain and enhance professional practice.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for TAEPPDD511 Maintain and enhance professional practice

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Performance Evidence

The individual must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a plan for 30 hours of own professional development that must include:
 - collaborating with an internal or external peer on at least 3 different occasions:
 - providing feedback on peer's professional practice
 - reflecting on and discussing feedback from peer on own professional practice
 - participating in professional development, including interacting with a professional network at least once
 - creating a professional reference list of research that includes reflections and application to own practice, and identifies:
 - at least 1 vocational education and training development or trend
 - at least 1 industry development or trend
- document above plan
- review above professional development process and practice and create a professional reference list of research, including reflections and application to own practice, and identify opportunities to improve.

Knowledge Evidence

The individual must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- vocational education and training (VET) regulatory requirements relevant to maintaining and enhancing own professional practice:
 - currency of own industry skills and knowledge
 - credentials

- professional development
- expected organisational standards of performance
- organisational procedures relating to professional development, including for reviewing and evaluating own professional practice
- types of professional development strategies and how to implement them:
 - goal setting and planning
 - mentoring
 - collaborating
 - professional development events
 - reflective practice
- relevant capability frameworks for VET professionals and their application to current and future skill development
- social and educational trends, and changes, impacting on the VET environment, including:
 - policy changes
 - technological changes
 - cultural and social changes
 - economic changes
- research and networks relevant to own professional practice
- ethical and inclusive principles, and the practices associated with professional development
- types and availability of development activities, and opportunities.

Assessment Conditions

Skills in this unit must be demonstrated in a real or simulated vocational education and training environment. Evidence gathered for assessment may include that collected in real time or via a submitted recording.

This includes access to:

- internal or external peers with experience, skills and knowledge relevant to performance evidence
- expected organisational standards of performance
- organisational procedures relating to professional development.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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