



Australian Government

TLIL4009 Manage personal work priorities and professional development

Release: 2

TLIL4009 Manage personal work priorities and professional development

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor changes to Performance Evidence
- Minor changes to Assessment conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to manage personal work priorities and professional development.

It includes managing personal performance, setting and meeting personal work priorities, and developing and maintaining personal professional competence.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement in managing personal work priorities and professional development.

Work generally involves responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Manage self

PERFORMANCE CRITERIA

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

- 1.1 Actions are taken to ensure personal qualities and performance serve as a role model in the workplace
- 1.2 Organisational plans and personal roles, responsibilities and accountabilities are reflected in personal goals and plans
- 1.3 Actions are taken to achieve and extend personal goals beyond those planned
- 1.4 Consistent personal performance is maintained in varying work conditions and work contexts

2 Set and meet own work priorities

- 2.1 Competing demands are prioritised to achieve personal, team and organisational goals and objectives
- 2.2 Technology is used efficiently and effectively to manage work priorities and commitments

3 Develop and maintain professional competence

- 3.1 Personal knowledge and skills are assessed against competency standards to determine development needs and priorities
- 3.2 Feedback from clients and colleagues is used to identify and develop ways to maintain and build on current competence
- 3.3 Management development opportunities suitable to personal learning style/s are selected and used to develop competence
- 3.4 Professional networks and associations are participated in to enhance personal knowledge, skills and relationships
- 3.5 New skills are identified and developed to achieve and maintain a competitive edge

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 can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL4009A Manage personal work priorities and professional development.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIL4009 Manage personal work priorities and professional development

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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 include:

- applying relevant legislation and workplace procedures
- communicating effectively and working collaboratively with others when managing personal work priorities and professional development
- completing documentation related to managing personal work priorities and professional development
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- planning work activities, including predicting consequences and identifying improvements
- reading and interpreting instructions, workplace procedures, information and signs relevant to managing personal work priorities and professional development
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks
- taking advantage of learning opportunities in the workplace, training programs and workshops.

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:

- appropriate learning methods to maintain current competence or to develop new competencies
- coaching and mentoring approaches to support team members to share and develop knowledge and skills
- competencies required to increase participation in organisational planning and development

- relevant regulatory and code of practice requirements
- resource availability, including the competencies of individuals in the team/group
- typical problems that can occur when managing personal work priorities, and professional development and related actions that can be taken
- workplace business policies and plans, including procedures for undertaking professional development
- workplace protocols and procedures for managing personal work priorities and professional development.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within 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
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

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