



CATAPULT

BSBPEF501

Manage personal and professional development

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/BSBPEF501/>

Trainer/assessor guide

BSBPEF501

Manage personal and professional development

Welcome to this unit of study

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Manage work goal development	5
Document team member responsibilities and work goals	5
Support others to develop work goals, plans and activities	8
Provide feedback on others' work goals, plans and activities	10
Facilitate access to personal and professional development opportunities	12
Check your understanding	13
Topic 2: Facilitate achievement of work priorities.....	15
Assess and prioritise demands	15
Use technology to manage work priorities	18
Techniques to manage team health and wellbeing in the workplace	20
Check your understanding	25
Topic 3: Develop and maintain professional competence.....	27
Document your own development needs using applicable competency standards.....	27
Seek feedback on your own development needs.....	31
Participate in personal and professional development activities	33
Check your understanding	37
References.....	39
Assessment workbook	41
Unit information	43
What is competency-based assessment?.....	44
How will my competency be assessed?.....	45
Assessment agreement	46
Foundation skills checklist.....	47
Skills recognition.....	48
Topic 1: Manage work goal development	49
Topic 2: Facilitate achievement of work priorities.....	50
Topic 3: Develop and maintain professional competence.....	51
Knowledge questions	52
Topic 1: Manage work goal development	53
Topic 2: Facilitate achievement of work priorities.....	59
Topic 3: Develop and maintain professional competence.....	62
Performance tasks.....	66
Third party evidence collection agreement	67
Topic 1: Manage work goal development	68
Topic 2: Facilitate achievement of work priorities.....	70
Topic 3: Develop and maintain professional competence.....	72
Completion record.....	74
Unit mapping.....	75
Trainer/ assessor user instructions.....	77

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Manage work goal development
- » Facilitate achievement of work priorities
- » Develop and maintain professional competence

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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