



CATAPULT

SIRXIND005

Develop personal productivity

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SIRXIND005.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/SIRXIND005/>

Trainer/assessor guide

SIRXIND005

Develop personal productivity

Welcome to this unit of study

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.

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: Assess personal skill level	5
Skill and knowledge requirements of job role	5
Evaluate personal skill and knowledge level	19
Check your understanding	21
Topic 2: Undertake personal development activities	23
Create a personal development plan	23
Formalised personal development activities	27
Develop professional networks	32
Check your understanding	35
Topic 3: Apply skills and knowledge to the workplace	37
Apply newly developed skills and knowledge	37
Check your understanding	41
Assessment workbook	43
Unit information	45
What is competency-based assessment?	46
How will my competency be assessed?	47
Assessment agreement	48
Foundation skills checklist.....	49
Skills recognition.....	50
Topic 1: Assess personal skill level.....	51
Topic 2: Undertake personal development activities	52
Topic 3: Apply skills and knowledge to the workplace	53
Knowledge questions	54
Topic 1: Assess personal skill level.....	55
Topic 2: Undertake personal development activities	59
Topic 3: Apply skills and knowledge to the workplace	64
Performance tasks.....	66
Third party evidence collection agreement	67
Topic 1: Assess personal skill level.....	68
Topic 2: Undertake personal development activities	69
Topic 3: Apply skills and knowledge to the workplace	70
Completion record.....	71
Unit mapping and assessment checklist	72
Trainer/ assessor user instructions.....	74

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Assess personal skill level
- » Undertake personal development activities
- » Apply skills and knowledge to the workplace

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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