

**Accreditation** : This Module is a Nationally Accredited Course

**Title** : **BSBWOR301A – ORGANISE PERSONAL WORK PRIORITIES AND DEVELOPMENT**

**Field Of Study** : **Workplace Effectiveness**

### What is this course all about?

This unit involves the skills and knowledge required to organize own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence

### When you have finished this course you should be able to demonstrate your ability to:

#### Organise and complete own work schedule– BSBWOR301A/01

- ❑ Ensure that work goals and objectives are understood, negotiated and agreed in accordance with organisational requirements
- ❑ Assess and prioritise workload to ensure tasks are completed within identified timeframes
- ❑ Identify factors affecting the achievement of work objectives and incorporate contingencies into work plans
- ❑ Use business technology efficiently and effectively to manage and monitor scheduling and completion of tasks

#### Monitor own work performance – BSBWOR301A/02

- ❑ Accurately monitor and adjust personal work performance through self-assessment to ensure achievement of tasks
- ❑ Ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements
- ❑ Routinely identify and report on variations in the quality of service and products in accordance with organisational requirements
- ❑ Identify signs of stress and effects on personal wellbeing
- ❑ Identify sources of stress and access appropriate supports and resolution strategies

#### Coordinate personal skill development and learning- BSBWOR301A/03

- ❑ Identify personal learning needs and skill gaps using self-assessment and advice from colleagues and clients in relation to role and organisational requirements
- ❑ Identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel
- ❑ Access, complete and record professional development opportunities to facilitate

continuous learning and career development

- ❑ Incorporate formal and informal feedback into review of further learning needs

### Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ General Staff

### You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ literacy skills to read and understand the organisation's procedures, own work goals and objectives
- ❑ planning skills to organise work priorities and arrangements
- ❑ problem-solving skills to solve routine problems
- ❑ Communication skills to give and receive constructive feedback relating to development needs.
- ❑ key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
  - anti-discrimination legislation
  - ethical principles
  - codes of practice
  - privacy laws
  - occupational health and safety (OHS)
- ❑ organisational policies, plans and procedures
- ❑ methods to elicit, analyse and interpret feedback
- ❑ principles and techniques of goal setting, measuring performance, time management and personal assessment
- ❑ competency standards and how to interpret them in relation to self
- ❑ Methods to identify and prioritise personal learning needs.

### What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus.

### How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

### Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) in order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.