

Accreditation : This Module is a Nationally Accredited Course

Title : **BSBCMN304A –CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING**

Field Of Study : **Working in industry**

What is this course all about?

This unit involves the skills and knowledge required to support own learning and skill development needs in the context of an organisation's goals and objectives.

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

Identify own learning needs for skill development– BSBCMN304A/01

- ❑ Personal learning needs and skill gaps are self assessed
- ❑ Advice on learning needs is provided to relevant personnel
- ❑ Opportunities for undertaking *personal skill development activities* are identified and planned in liaison with *work groups and relevant personnel*

Undertake personal skill development- BSBCMN304A/02

- ❑ Appropriate opportunities provided by the workplace are identified
- ❑ Opportunities are identified to use appropriate new skills in workplace activities
- ❑ Coaching / mentoring advice is followed through in work activities

Monitor learning effectiveness- BSBCMN304A/03

- ❑ Feedback from individuals or colleagues is used to identify future learning opportunities
- ❑ Where a final assessment process is carried out, the outcomes are reviewed and further learning needs are identified.
- ❑ Suggestions for improving learning opportunities and assessment processes are provided to appropriate personnel

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

- ❑ Managers
- ❑ Supervisors
- ❑ Front line Staff

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 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
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.

