UNIT CODE	PSPGEN009
UNIT TITLE	**Work effectively in the organisation**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to work effectively with a focus on self management, in a public sector organisation, and other similar organisations including related agencies and statutory authorities.
	This unit applies to those working in generalist and specialist roles within the organisation in teams or autonomously, performing routine tasks in familiar contexts.
	The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
	No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate and develop own expertise.	1.1 Self-assess work-related competencies by reflecting on own workplace experience and training, and from monitoring feedback on workplace performance. 1.2 Research career opportunities. 1.3 Identify areas requiring competency development. 1.4 Set and monitor progression of personal learning goals. 1.5 Identify and access potential competency recognition or development opportunities. 1.6 Maintain records of competency development and convey work related competencies and experience to relevant people.

2. Work within the organisational structure and context.	2.1 Identify the work unit's position in the organisational structure, examine its relationship with other organisational work units and determine any protocols, difficulties, or special requirements. 2.2 Identify and confirm the contribution of the work role and the work unit to the organisation's vision, goals and outcomes. 2.3 Undertake work in a manner that has regard for the workgroup position and the organisation's structure, functioning, culture and vision.
3. Manage own work.	3.1 Identify, clarify, and prioritise individual work goals. 3.2 Identify and manage risks to the achievement of personal work outcomes. 3.3 Select work strategies with regard to applicable work parameters. 3.4 Monitor progress with work against set goals, strategies, and outcomes. 3.5 Achieve work goals and revise work plans to attend to ongoing or new responsibilities.

FOUNDATION SKILLS	
Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.	
Reading skills to:	■ read and interpret organisational materials.
Writing skills to:	■ complete reports in standard and familiar formats.
Numeracy skills to:	■ manage time and undertake mathematical tasks embedded in information or instructions.
UNIT MAPPING INFORMATION	Release 1. This unit supersedes and is equivalent to PSPGEN009 Work effectively in the organisation.
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPGEN009 Work effectively in the organisation**
PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion for each of the following: ■ undertake self–reflection ■ communicate with diverse audiences including discussion of competency recognition or development needs ■ present and report information to others ■ plan and manage time in relation to own work goals.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: ■ requirements of legislation including work health and safety and environment, regulations, policies, procedures, and guidelines relating to work in the organisation ■ competency requirements of current duties ■ principles of career planning and personal development including taking responsibility for own learning and development ■ self-assessment techniques ■ alternative work strategies ■ learning and development strategies ■ the organisation's risk management procedures.

ASSESSMENT CONDITIONS	Skills must be demonstrated at least once in either: ■ a workplace environment or ■ a simulated environment. Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment. Assessment must ensure access to: ■ legislation, policy, procedures, and protocols relating to the organisation. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide