

Maintain the currency of your competence and knowledge in public service

Overview

This standard is designed for people working in the public service. It is designed to ensure individuals have and maintain their personal knowledge, understanding and skills required to undertake their work role. It is also designed to assist people to carry out development activities in line with personal and organisational objectives.

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Performance criteria

You must be able to:

1. follow organisational procedures at all times
2. maintain your own personal safety and the safety of others at all times
3. develop your competence and knowledge through compliance with the professional development programme
4. carry out development activities which are consistent with meeting professional needs and in line with personal and organisational objectives
5. use feedback to enhance your performance
6. maintain the currency of your technical knowledge in relation to your job role and function

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Knowledge and understanding

You need to know and understand:

1. the requirements of organisational procedures
2. your personal professional objectives and your organisation's priorities and expectations
3. the importance of feedback on your performance
4. the requirements of your role and level of responsibility
5. development opportunities available and how to access these

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**Scope/range related
to performance
criteria**

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

- 1 Developing:
 - 1.1 professional knowledge
 - 1.2 professional competence

- 2 Requirements:
 - 2.1 organisational priorities
 - 2.2 short term professional objectives

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