

UNIT CODE	PSPGEN031
UNIT TITLE	Implement career planning
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to plan one's own career.</p> <p>This unit applies to those working in generalist or specialist roles within the public sector. Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Conduct self-assessment	1.1 Identify life and work experiences and current and potential abilities and rank in order of importance. 1.2 Explore personal values and preferences relating to future careers. 1.3 Prepare a personal profile that identifies career related characteristics.
2. Identify possible career opportunities	2.1 Research careers to identify those with continuing longevity and identify their requirements. 2.2 Identify and explore information sources for indicators, trends and information on potential career opportunities. 2.3 Assess existing and emerging careers and identify their skill, qualification or experience requirements. 2.4 Analyse the nature of the workforce, trends and opportunities and identify associated skill needs.

3. Develop and implement a career plan	<p>3.1 Identify preferred future career and associated skill requirements and compare with current strengths.</p> <p>3.2 Analyse gaps to identify those skills that are common to both preferred future career and the organisation's requirements.</p> <p>3.3 Establish career goals and develop a career plan that identifies immediate priorities as well as a longer-term strategy for gaining experience and skills development.</p> <p>3.4 Initiate career development activities.</p>
4. Review progress and update the career plan	<p>4.1 Monitor the acquisition of skills and experience and seek feedback on achievement of performance requirements.</p> <p>4.2 Consider feedback and integrate as necessary into the career plan.</p> <p>4.3 Adjust the career plan to take account of changes in organisation factors.</p> <p>4.4 Reflect on preferred career requirements and progress towards career goals and update as the career plan.</p>

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.

SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> interpret a variety of text relating to career opportunities and personal development.
Writing skills to:	<ul style="list-style-type: none"> express personal career aspirations using language easily understood by supervisor.
Oral communication skills to:	<ul style="list-style-type: none"> asks open and closed questions to illicit feedback from others.
Learning skills to:	<ul style="list-style-type: none"> research potential career development opportunities to inform career planning.
Self-management skills to:	<ul style="list-style-type: none"> manage personal change and planning.
UNIT MAPPING INFORMATION	This unit supersedes and is equivalent to PSPGEN031 Undertake career planning.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN031 Undertake career planning
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PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ develop strategies for the management of one's own career ■ identify key relationships for implementing the strategy ■ identify own strengths, weaknesses, opportunities, threats (SWOT) ■ conduct a self skills audit and skills gap analysis. ■ develop strategies for the management of one's own career.
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KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ organisation policies and procedures in relation to career planning in the Public Sector including: <ul style="list-style-type: none"> ○ human resources frameworks and strategies ○ performance management systems ○ learning and development systems ○ succession planning ■ the application and purpose of career development activities: <ul style="list-style-type: none"> ○ action learning ○ career counselling ○ coaching ○ competency development processes ○ education and training programs ○ feedback ○ higher duties ○ induction and orientation programs ○ industry experience ○ job exchange - local, national, international ○ mentoring ○ networking ○ opportunities to act in other positions (higher or lower) ○ project assignments and experiences ○ secondments ○ shadowing ○ temporary positions ○ working parties ■ internal networks which support the implementation of career planning: <ul style="list-style-type: none"> ○ sources of data and information to inform career planning ■ self-assessment techniques to identify values and preferences.
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ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.</p> <p>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.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none">■ legislation policies, procedures and guidelines relating to career planning■ organisational structural charts <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide