

UNIT CODE	PSPGEN052
UNIT TITLE	Undertake and promote career management
APPLICATION	<p>This unit describes the performance outcomes, skills knowledge required to manage one's own career to meet goals and achieve life plans, as well as contributing to the career management of others.</p> <p>This unit applies to those working in generalist and specialist roles within the public sector and other similar environments including related agencies and statutory authorities. Those undertaking this unit work independently performing complex tasks in a range of familiar 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. Identify current career strengths	<p>1.1 Conduct a self-focussed search of current knowledge, skills, abilities, interests and values.</p> <p>1.2 Include life and work experiences, current and latent abilities and rank in order of personal importance.</p> <p>1.3 Determine personal preferences in broad terms, including areas of work that are acceptable in the long term.</p> <p>1.4 Prepare a personal profile that identifies strengths, preferences and opportunities for learning and growth.</p>

2. Identify and map career opportunities	<p>2.1 Scan careers and occupations to identify a list of possibilities and their requirements.</p> <p>2.2 Undertake economic and industry scans to identify available and emerging careers.</p> <p>2.3 Investigate opportunities for entering possible careers to determine the feasibility of pursuing those options.</p> <p>2.4 Match personal profile to possible career opportunities and decide on the best option(s) to pursue.</p>
3. Develop and implement career plan	<p>3.1 Establish career goals that cater for transition from existing work to preferred future career.</p> <p>3.2 Develop a career plan that identifies immediate priorities for learning and development as well as medium to long-term strategies to obtain additional skills and experience.</p> <p>3.3 Undertake gap analysis to identify dated skills and skills that are common to both preferred future career and the organisation's requirements.</p> <p>3.4 Initiate career development activities in accordance with the career plan.</p>
4. Monitor progress	<p>4.1 Monitor acquisition of skills and experience and seek feedback on performance achievements.</p> <p>4.2 Consider feedback and integrate as necessary into the career plan.</p> <p>4.3 Monitor organisational requirements and future career requirements and adjust career plan to take account of new information.</p> <p>4.4 Monitor progress towards future career and adjust goals as required.</p>
5. Contribute to others' career management	<p>5.1 Assist others to take responsibility for their own careers, research information and plan for future job placements, learning and development.</p> <p>5.2 Provide feedback on performance and suggest development opportunities to address performance gaps or build on performance strengths linked to career plans.</p> <p>5.3 Agree upon medium to long term plans and implement to address barriers to career development and meet individual and group learning and development needs.</p> <p>5.4 Encourage staff to monitor their progress against career goals and adjust long term plans to integrate changed circumstances or new skill requirements.</p> <p>5.5 Encourage and support staff in applying new skills and knowledge in the workplace.</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"> investigate and interpret career and job market information from a range of sources.

Oral communication skills to:	<ul style="list-style-type: none"> communicate effectively with a diverse workforce including facilitating, questioning, consulting and active listening.
Teamwork skills to:	<ul style="list-style-type: none"> select and use appropriate conventions and protocols when communicating with diverse stakeholders.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPGEN052 Undertake and promote career management.
LINKS	Companion Volume Implementation Guide

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
UNIT MAPPING INFORMATION	Release 1. This unit supersedes and is equivalent to PSPGEN052 Undertake and promote career management
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN052 Undertake and promote career management
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 on at least one occasion each of the following:</p> <ul style="list-style-type: none"> analyse strengths, weaknesses, opportunities, threats (SWOT) research and question reflect on own skills, abilities, values and performance conduct skills audits and skills gap analyses develop strategies for the management of one's own and others' careers provide performance feedback and capitalise on new skills developed by others in the workplace.

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">■ strategic approach to career management for self and others■ performance management■ career development options■ workforce trends■ scenario planning in the context of career management■ succession planning■ changing demographics and workforce skill needs■ organisational planning for human resources at a strategic level■ principles of equal employment opportunity and diversity■ legislation, policies and procedures relating to career management including WHS and environment.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either a workplace environment or a simulated environment.</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 management. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide