

UNIT CODE	PSPHRM008
UNIT TITLE	Coordinate career development
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to coordinate career development to address the present and future needs of the organisation, groups and individuals.</p> <p>This unit applies to those working in public sector roles involving human resource matters. Those undertaking this unit would work autonomously, 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	Human resource management
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. Analyse career development needs	<p>1.1 Identify career development priorities of individuals and groups within the organisation through consultation with stakeholders.</p> <p>1.2 Analyse occupational, job and task information to confirm current organisational requirements.</p> <p>1.3 Identify competencies related to tasks and jobs, to underpin and link career development to other human resource functions in the organisation.</p> <p>1.4 Analyse the results of skills audits, training needs analyses and competency-based assessments.</p> <p>1.5 Link career development requirements to organisational initiatives and prioritise on the basis of consultation.</p>

2. Design career development strategies	<p>2.1 Identify career development opportunities to meet the needs of individuals and the organisation.</p> <p>2.2 Design career development strategies to support the business and strategic directions of the organisation.</p> <p>2.3 Include support for the development and implementation of individual career development plans in strategies.</p> <p>2.4 Consult and advise within the organisation on the most appropriate options for particular needs.</p> <p>2.5 Establish networks and partnerships to stay up to date with current good practice, and to negotiate joint programs.</p> <p>2.6 Develop strategies and plans based on the principles of merit, equity and fairness and design to cater for employees at different career stages.</p>
3. Implement or manage career development programs	<p>3.1 Promote career development programs.</p> <p>3.2 Manage career development resources.</p> <p>3.3 Manage service providers and/or contracts.</p> <p>3.4 Promote study assistance programs.</p> <p>3.5 Assess learning programs and delivery options to ensure they address learning and development needs.</p> <p>3.6 Track progression of staff who engage in career development programs to gather information and data to assess program effectiveness.</p>

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>	
Reading skills to:	<ul style="list-style-type: none"> interpret and explain formal documents and assist others to apply them in the workplace.
Oral communication skills to:	<ul style="list-style-type: none"> exchange complex information in discussions with stakeholders and work groups.
Writing skills to:	<ul style="list-style-type: none"> prepare written advice and reports requiring reasoning and precision of expression in relation to career development strategies.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is not equivalent to PSPHRM008 Coordinate career development.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPHRM008 Coordinate career development
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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 present a career management program that incorporates each of the following:</p> <ul style="list-style-type: none"> ■ consultation with stakeholders ■ alignment with at least one organisation priority ■ explanation of the program to two different audiences ■ information and data that would be used to inform the effectiveness of the program. ■ interpret and explain formal documents and assist others to apply them in the workplace ■ prepare written advice and reports requiring reasoning and precision of expression ■ exchange complex information in discussions.
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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"> ■ career development and career management as concepts within an organisational context ■ range of career development strategies and plans ■ concept of career stages ■ the organisation's strategic goals and their implications for career development ■ importance of retaining human and intellectual capital within an organisation ■ career guidance and counselling strategies ■ strategies for the management of one's own career ■ adult learning principles ■ succession planning ■ national competency concept ■ jurisdictional legislation, policies and practices applying to career development ■ national and international models of good practice in career development.
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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 development. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide