

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	1.1 Identify career development priorities of individuals and groups within the organisation through consultation with stakeholders. 1.2 Analyse occupational, job and task information to confirm current organisational requirements. 1.3 Identify competencies related to tasks and jobs, to underpin and link career development to other human resource functions in the organisation. 1.4 Analyse the results of skills audits, training needs analyses and competency-based assessments. 1.5 Link career development requirements to organisational initiatives and prioritise on the basis of consultation.

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

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

<p>TITLE</p>	<p>Assessment Requirements for PSPHRM008 Coordinate career development</p>
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<p>PERFORMANCE EVIDENCE</p>	<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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<p>KNOWLEDGE EVIDENCE</p>	<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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<p>ASSESSMENT CONDITIONS</p>	<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>
<p>LINKS</p>	<p>Companion Volume Implementation Guide</p>