



Australian Government

CHCECD003 Promote job seekers to employers

Release: 1

CHCECD003 Promote job seekers to employers

Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p> <p>Supersedes CHCES404B</p>

Application

This unit describes the skills and knowledge required to promote job seekers to potential employers and to empower clients to promote their own skills and abilities to employers.

This unit applies to individuals in employment services roles, working according to established procedures and systems.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Prepare for employer contact

1.1 Source, interpret and use labour market information as a context and aid in determining options for employer contact

1.2 Identify and match target employment market to job seeker profile

1.3 Plan contact approach and organise resources, according to employer and client information

ELEMENT	PERFORMANCE CRITERIA
2. Confirm skills suitability of job seeker	2.1 Confirm strengths and abilities of job seeker by working collaboratively with the job seeker using a strengths-based approach 2.2 Convert strengths and abilities to selling points from the employment perspective 2.3 Match selling points to employer needs taking account of the needs of both parties
3. Negotiate outcomes for job seeker	3.1 Provide positive and accurate information about job seeker to employer 3.2 Use communication and selling skills to promote and emphasise job seeker strengths and suitability 3.3 Identify and negotiate employer resistance to employment barriers relating to the job seeker 3.4 Support job seeker in preparation for employer contact based on specific situation needs 3.5 Use negotiation skills to reach an agreed outcome with the employer
4. Provide follow up services to job seeker	4.1 Provide clear information to job seeker on outcomes of employer contact and employment opportunities 4.2 Discuss future assistance with the job seeker and identify situations requiring referral to other services 4.3 Make referrals to other services in accordance with organisation procedures. 4.4 Update information systems according to organisation policies and procedures 4.5 Review and reflect on employer contact and use learning to refine approaches accordingly

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>