



Australian Government

BSBLED807 Establish career development services

Release: 1

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Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to plan, implement and evaluate career development services in accordance with professional standards to facilitate well-considered career decision-making by participants.

It applies to individuals seeking to provide career development services in accordance with professional standards.

A wide range of career development programs and services may be provided in many different jurisdictions and delivery settings. Their object is to assist individuals gain the knowledge, skills, attitudes and behaviours required to manage their life, learning and work in self-directed ways.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1. Apply career development standards | 1.1 Research contemporary career development theories, models, frameworks and strategies for specific context and target group 1.2 Analyse codes of professional conduct and career development standards, and how they can be applied in work practice 1.3 Apply regulatory requirements, policies, guidelines, standards and resources 1.4 Plan for and undertake ongoing personal professional |

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| | <p>development</p> <p>1.5 Apply career development standards to all aspects of work role</p> <p>1.6 Establish and maintain relationships with professional peers and service providers</p> |
| 2. Plan for career development services | <p>2.1 Apply career development theories in preparation to work with specific target groups</p> <p>2.2 Analyse career development needs of specific target groups</p> <p>2.3 Plan for support systems and resources required to provide high-quality career development service delivery in specific context and for target group</p> <p>2.4 Apply effective action-planning skills in career development counselling services</p> <p>2.5 Establish ongoing professional and follow-up support for clients of career development services</p> |
| 3. Implement career development services strategies | <p>3.1 Develop strategies for career development services to reflect contextual needs and aspirations of specific target group</p> <p>3.2 Encourage individuals to commit to, and access, career development services</p> <p>3.3 Establish mechanisms to follow-up provision of career development services</p> <p>3.4 Implement strategies to ensure records storage, security and privacy in accordance with professional and organisational requirements</p> <p>3.5 Establish referral procedures and contacts</p> |
| 4. Review career development services delivery strategies and plans | <p>4.1 Review career development services and service delivery strategies against plans and standards, and identify any gaps</p> <p>4.2 Advocate for target group and individual career development needs and choices</p> <p>4.3 Determine strategies to improve quality of career development services</p> <p>4.4 Discuss alternative career development strategies with key stakeholders</p> |

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

| Skill | Performance Criteria | Description |
|----------------------------|---|--|
| Learning | 1.4 | <ul style="list-style-type: none"> Identifies and implements strategies to update own skills and knowledge |
| Reading | 1.1-1.5, 2.1-2.5, 3.1-3.5, 4.1, 4.3 | <ul style="list-style-type: none"> Identifies, analyses and evaluates information from various complex texts to assess career development standards and establish career development services |
| Writing | 1.1, 1.4, 2.1-2.5, 3.1, 3.3-3.5, 4.1-4.3 | <ul style="list-style-type: none"> Records results of research and analysis using clear and comprehensible language and layout Uses various strategies to plan, draft, review and proofread own writing relating to career development services |
| Oral Communication | 1.6, 3.2, 4.2, 4.4 | <ul style="list-style-type: none"> Presents information and discusses ideas using vocabulary and features appropriate to the target groups Uses listening and questioning skills to confirm and clarify understanding |
| Navigate the world of work | 1.2, 1.3, 1.5, 3.4 | <ul style="list-style-type: none"> Adheres to organisational policies, procedures and standards and considers own role in terms of its contribution to broader goals of work environment Keeps up-to-date with legislative requirements and considers implications of these when negotiating, planning and undertaking work |
| Interact with others | 1.6, 3.2, 4.2, 4.4 | <ul style="list-style-type: none"> Tailors communication to achieve its purpose, demonstrating understanding of the needs of the particular audience Invests time and energy in building rapport and positive working relationships with others as an integral part of work-based interactions |
| Get the work done | 1.2, 1.4, 2.1-2.5, 3.1, 3.3-3.5, 4.1, 4.3 | <ul style="list-style-type: none"> Plans, organises and implements tasks required to provide career development services and supports according to required standards Systematically gathers and analyses relevant information and evaluates options to make informed decisions about career development strategies Evaluates outcomes of decisions to identify opportunities for improvement |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|---|--|---|--------------------|
| BSBLED807 Establish career development services | BSBLED707A Establish career development services | Updated to meet Standards for Training Packages Recoded to meet AQF Standards | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>