



Australian Government

BSBLED808 Conduct a career development session

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 conduct career development sessions that promote well-considered career choices. It also covers applying appropriate career development theory; assisting individuals to make informed career choices; communicating professionally to promote career development outcomes; and using resources and technology to support career development sessions.

It applies to individuals seeking to conduct career development sessions in accordance with professional standards.

Careers are unique to each person and vary with specific target audiences. Career development sessions may be provided in a variety of ways given different organisational contexts, individuals involved and delivery settings. The professional expertise of the provider and their use of effective interpersonal and communication skills are central to the success of a career development session.

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 appropriate career development theory	1.1 Research major career development theories and models 1.2 Analyse differences between advice, information provision and professional standards in relation to career development 1.3 Apply theory in an appropriate manner, both to individuals

ELEMENT	PERFORMANCE CRITERIA
	<p>involved and in context for a career development session</p> <p>1.4 Evaluate models appropriate for individual and group career development sessions</p> <p>1.5 Analyse diversity of individuals and target group, when planning a career development session</p>
2. Conduct career development sessions	<p>2.1 Conduct career development counselling in a clear and unambiguous manner</p> <p>2.2 Complete problem and goal clarification to satisfaction of all involved</p> <p>2.3 Utilise key skills to successfully complete career development sessions</p> <p>2.4 Identify common patterns of thinking, feeling and behaviour limiting making or acting on well-considered choices, and devise counter strategies</p> <p>2.5 Effectively apply rapport building and attending skills</p> <p>2.6 Ensure participants set personal goals and make informed choices in career development session</p> <p>2.7 Consistently apply effective responding skills when giving feedback on progress during career counselling session</p>
3. Assist individuals make informed career choices	<p>3.1 Assist individuals to identify career development needs</p> <p>3.2 Determine individual needs and aspirations holistically, in context of individuals' lives</p> <p>3.3 Identify individual career development needs that fall outside scope of practice of career development service provider</p> <p>3.4 Refer individuals to or inform them of, appropriate sources of further information or career development support services where required</p>
4. Communicate professionally to promote career development outcomes	<p>4.1 Communicate accurate assessment of individual needs</p> <p>4.2 Create cooperative and productive environment for conduct of career development session</p> <p>4.3 Create a climate of trust, comfort and safety for conduct of career development sessions</p> <p>4.4 Complete career development work in an ethical, cooperative and respectful manner within team and wider organisational context</p>
5. Use resources and	5.1 Acquire, record and prepare relevant information prior to a

ELEMENT	PERFORMANCE CRITERIA
technology to support career development sessions	<p>career development session</p> <p>5.2 Prepare accurate records and reports in accordance with professional conduct and career development standards</p> <p>5.3 Assist individuals to use relevant support resources and technology</p> <p>5.4 Monitor support resources and technology to ensure they support quality outcomes for career development services</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
Reading	1.1-1.5, 5.1, 5.2, 5.4	<ul style="list-style-type: none"> Analyses, identifies and interprets information in a range of text types relevant to career development
Writing	1.1-1.5, 5.1, 5.2, 5.4	<ul style="list-style-type: none"> Records results of research and analysis using clear language and layout Creates accurate records and reports according to required standards and formats
Oral Communication	1.3, 2.1-2.7, 3.1, 3.4, 4.1-4.4, 5.3	<ul style="list-style-type: none"> Interacts effectively in verbal exchanges, using active listening and questioning to convey and clarify information Clearly explains detailed information using language, tone and pace appropriate to audience
Navigate the world of work	4.4, 5.2	<ul style="list-style-type: none"> Understands and adheres to professional and ethical standards of behaviour
Interact with others	1.3, 2.1-2.7, 3.1-3.4, 4.1-4.4, 5.3	<ul style="list-style-type: none"> Tailors communication to achieve its purpose, demonstrating a sophisticated understanding of needs, interests, issues and priorities of each individual Uses a variety of presentation techniques to present information during career development sessions Invests time and energy in building rapport with others as an integral part of all work-based interactions
Get the work done	1.1, 1.2, 1.4, 1.5, 3.1-3.4, 5.1, 5.2, 5.3,	<ul style="list-style-type: none"> Plans, organises, implements and monitors tasks required to prepare, conduct and report on career development sessions

	5.4	<ul style="list-style-type: none"> • Systematically gathers and analyses relevant information to make informed decisions about how to tailor sessions to meet individual needs • Uses, and assists others to use, digital tools and technologies to support career development sessions
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED808 Conduct a career development session	BSBLED708A Conduct a career development session	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>