Assessment Requirements for BSBPEF101 Plan and prepare for work readiness

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- seek advice on work goals, assess own skills and prepare a portfolio of evidence of skills.

In the course of the above, the candidate must:

- seek advice from relevant stakeholders on:
  - work and career options
  - results of self-assessment
  - preparation of portfolio
- prepare a portfolio of evidence, including a resume.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- skill requirements for work goals and process of self-assessment
- examples of experiences that that have contributed to skill development including personal work, life and study
- sources of advice on career planning and skill development
- types of evidence and methods to develop portfolios of evidence.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources for career development
- examples of resumes and career planning resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

PwC's Skills for Australia