



Australian Government

CHCECD001 Analyse and apply information that supports employment and career development

Release: 1

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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>Merged CHCCDP403B/CHCES303C/CHCES411A/CHCES502C. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to access, interpret and use information about employment, education, training and the labour market in Australia.

This unit applies to individuals working in employment services, career development, workforce planning and other environments. Information may be used to support individual job seekers, employees, employers or internal and external clients depending on the job role.

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. Access employment, labour market, education and training information

1.1 Determine and select credible and current sources of information

1.2 Use formal and informal research methods to access information

1.3 Interpret information and numerical data, and extract and distil content relevant to own practice

ELEMENT

PERFORMANCE CRITERIA

2. Link employment, labour market, education and training information to work practice

2.1 Evaluate potential application of information to own work practice based on client needs

2.2 Evaluate plans, processes and practices against current information and adjust accordingly

2.3 Assist clients by providing current, relevant and accurate information

2.4 Assist clients to develop the skills to access and interpret current, relevant and accurate information based on their needs

3. Maintain own knowledge of employment, labour market, education and training information

3.1 Identify and use opportunities to update knowledge of employment, labour market, education and training information

3.2 Monitor current issues and trends in employment, education, training and the labour market

3.3 Evaluate and respond to potential changes in own work based on updated knowledge

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-bd22cc4fle53>