



**Australian Government**

# **CHCECD006 Develop and monitor employment plans**

**Release: 1**

## CHCECD006 Develop and monitor employment plans

### 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 CHCES413A/CHCES416A. 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 develop and monitor plans relating to job search and other activities undertaken by job seekers to achieve an employment outcome.

This unit applies to individuals working in employment services within established policies and procedures.

*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. Assess job seeker attributes and needs

1.1 Conduct and record assessment according to organisation procedures

1.2 Identify job seeker knowledge, skills, attitudes and circumstances against labour market requirements

1.3 Assess employment related strengths and barriers to effective entry into employment

1.4 Assess job seeker's current job search skills, resources and employment barriers to identify areas for development

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Develop employment plans	<p>2.1 Discuss, agree and document realistic employment goals with the job seeker, based on assessment conducted and employment opportunities</p> <p>2.2 Source and analyse information to identify appropriate training, job search activities and resources that move the job seeker towards employment goals</p> <p>2.3 Identify strategies to address non-vocational barriers which may affect employment opportunities</p> <p>2.4 Include in the employment plan achievable, measurable steps with clear timelines and responsibilities</p> <p>2.5 Use appropriate communication skills to involve the job seeker and gain their agreement and commitment</p> <p>2.6 Ensure relevant legislation and contractual requirements are met</p>
3. Support job seekers	<p>3.1 Facilitate job seeker access to services information according to their needs</p> <p>3.2 Assist job seekers to prepare and present materials that highlight key skills</p> <p>3.3 Support job seekers to present themselves effectively</p>
4. Monitor employment plans	<p>4.1 Review and record job seeker progress toward achievement of objectives at regular intervals</p> <p>4.2 Where progress is not achieved, review and amend plan and strategies in collaboration with job seeker</p> <p>4.3 Provide feedback to support the job seeker's progress toward achievement of goals</p> <p>4.4 Identify and report non-compliance with obligations to relevant authorities in accordance with contractual, legislative and organisation requirements</p>

## **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>