



Australian Government

Assessment Requirements for CHCECD009 Conduct career guidance interviews

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>Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant changes to knowledge evidence.</p> <p>Supersedes CHCCAR501C</p>

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- conducted career guidance interviews with at least 3 different clients from different backgrounds and in 3 different situations selected from the following
 - a job seeker
 - a person seeking an education or training pathway
 - a person seeking to change their education or training pathway
 - a person who has been made redundant
 - a person seeking retirement
 - a person seeking voluntary work
 - a young person exiting secondary schooling
 - a school aged person exploring their career options and school subject selections
 - a person seeking promotion
 - a person seeking career change
- collaboratively developed and documented at least 3 different career action plans with clients.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (national, state/territory) for career guidance interviews, and how these are applied in organisations:
 - children in the workplace
 - codes of practice – the Professional Standards for Australian Career Development Practitioners
 - discrimination
 - duty of care
 - equal employment opportunity (EEO)
 - mandatory reporting
 - practitioner/client boundaries
 - privacy, confidentiality and disclosure
 - records management
 - specific legislation and its application to career development
 - work role boundaries – responsibilities and limitations
 - work health and safety
- principles of person-centred and strengths-based practice
- key aspects of career development including:
 - major career development theories
 - concepts of change and transition in the context of lifespan career development
 - factors influencing individual decision-making
 - generic work skills and their application to address employment and career development opportunities and requirements
 - career development resources and information and associated educational and training opportunities and resources
 - adult learning styles and principles
- employment information including:
 - current knowledge of the world of work
 - accepted methods for defining jobs
 - current labour market trends and information sources, including local, regional, national and international labour markets
 - occupational groups, clusters and networks
 - pathways to occupational areas
 - local options and support networks available
 - role of key players such as recruitment agencies, professional associations, employment services and funding bodies
 - assistance available to employers
- training and education information:

- options and pathways
- funded training opportunities
- financial aspects of education and training, including:
 - costs
 - incentives
 - assistance (national, state/territory, local)
- services and agencies for referral when client needs cannot be met by the organisation or are outside the scope of job role
- effects of unemployment on clients and barriers to employment and retention
- features of assessment tools and how they are used
- career plans and their features, formats and inclusions.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - client information
 - client assessment tools
 - organisation policies and procedures
- modelling of industry operating conditions, including:
 - scenarios that involve interactions with other people
 - scenarios that involve problem-solving.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>