



Australian Government

CHCECD010 Provide support to people in career transition

Release: 1

CHCECD010 Provide support to people in career transition

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>Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p> <p>Supersedes CHCCDP402B</p>

Application

This unit describes the knowledge and skills required to work with clients in career transition to collaboratively implement and monitor a career action plan and to evaluate their satisfaction with the support services provided.

This unit applies to individuals working in career development or a career related field.

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

Elements define the essential outcomes

1. Support clients to implement career action plan

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Discuss and confirm goals with client based on review of plans already developed and employment opportunities

1.2 Assess client's current job or course search skills and resources and employment barriers to identify areas for development

1.3 Facilitate client access to services, training and networking opportunities and other information according

ELEMENT	PERFORMANCE CRITERIA
	to their needs
	1.4 Assist clients to prepare and present materials that highlight key skills
	1.5 Support clients to present themselves effectively
	1.6 Use communication skills to gain client commitment
	1.7 Document agreed plans with agreed actions, timelines and responsibilities
2. Monitor progress	2.1 Review and record client progress towards achievement of objectives in the career action plan
	2.2 Where progress is not achieved, review and amend plan and strategies in collaboration with client
	2.3 Provide feedback to support client progress towards achievement of goals
	2.4 Identify and respond to client needs for additional career management skills
3. Evaluate services provided	3.1 Seek feedback and evaluate client satisfaction with services provided
	3.2 Identify issues or inequities in service delivery and reflect on and report strategies for improvement
	3.3 Contribute to potential improvements in service delivery systems and procedures within scope of own job role

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>