



**Australian Government**

# **PSPTIS105 Conduct career planning**

**Release: 1**

## PSPTIS105 Conduct career planning

### Modification History

Not applicable.

### Application

This unit describes the performance outcomes, skills and knowledge required to identify the scope and nature of work within the translating and interpreting sector. It includes identifying work options, determining own skills and knowledge, establishing professional connections or networks and developing a career plan.

The unit applies to emerging translators and interpreters seeking to plan their career.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

### Competency Field

Translating and Interpreting

### Elements and Performance Criteria

#### ELEMENTS

#### PERFORMANCE CRITERIA

*Elements describe the essential outcomes.*

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

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|---|--|
| 1. Identify scope and nature of work context. | 1.1. Identify main participants in the sector.<br>1.2. Determine nature of work, current and future trends and potential impacts.<br>1.3. Clarify skill and knowledge requirements for specific fields.<br>1.4. Identify quality standards and employment conditions relevant to work in translating and interpreting. |
| 2. Conduct self-assessment.                   | 2.1. List own knowledge, experience and current and potential abilities in relation to specific fields.<br>2.2. Determine personal values and work preferences.<br>2.3. Prepare a profile that identifies personal attributes relevant to chosen career.   |
| 3. Investigate career options.                | 3.1. Identify own career options and select preferred options.<br>3.2. Determine gaps in own skills and knowledge.<br>3.3. Investigate formal and informal training opportunities and  |

language or skill development for selected options.

4. Develop an individual career plan.
  - 4.1. Identify strategies to develop required skills and knowledge.
  - 4.2. Develop a career plan to implement strategies.
  - 4.3. Review career plan with established practitioners.

## Foundation Skills

*Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.*

## Unit Mapping Information

Supersedes and is equivalent to PSPTIS004 Conduct career planning.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>