



Australian Government

Department of Education, Employment and Workplace Relations

AUMAFA1001 Manage personal career goals

Release: 1

AUMAF1001 Manage personal career goals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to apply for a job in the automotive manufacturing industry, including: undertaking an interview, attending a medical examination, and evaluating personal performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
------------------------	--

Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a high school level. They are to be used within the scope of the person's job and authority.
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains Employability Skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Gather and evaluate information on employment opportunities	1.1. Sources of information on employment opportunities are identified 1.2. Information on employment opportunities are <i>collected and evaluated</i> 1.3. Opportunities are reviewed and any further information required is obtained 1.4. Opportunities are clarified and graded to identify own preferences
2. Prepare and apply for a job	2.1. Preferred job application is <i>planned</i> 2.2. Self-appraisal is undertaken 2.3. Application for preferred opportunity is drafted
3. Prepare a resume	3.1. Content of the resume is identified and obtained 3.2. A resume using an <i>appropriate structure</i> is drafted 3.3. Appropriate <i>selection criteria</i> is checked and present in resume
4. Undertake a job interview as an applicant	4.1. Job <i>interview preparation</i> is conducted 4.2. Potential interview is rehearsed 4.3. Interview is undertaken and completed
5. Review and evaluate performance in a job interview	5.1. Feedback on performance in the interview is sought 5.2. Strengths and areas for improvement in the application and interview process are identified 5.3. Strategies for improvement in interview skills are identified and clarified

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly to communicate with potential employers
- solve problems to maximise potential opportunities
- show initiative in adapting to changing employment opportunities or contexts
- access, interpret and apply information on relevant previous experiences
- manage time when planning, preparing and organising priorities
- gathering information from a range of sources
- take responsibility for organising own priorities.

Required knowledge

- application and resume formats
- interview techniques
- search techniques for available jobs.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for OHS
- gathering information from a range of sources
- using technology
- articulation of personal likes and dislikes, interests and goals
- demonstrating organisational specific knowledge
- personal presentation and communication skills
- application and resume formats
- having knowledge of structured work placement arrangements
- interview skills
- reviewing personal performance.

Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
- assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<i>Collected and evaluated</i> may include:	taking into account own work preferences, skills and aptitudes, qualifications and experience and conditions of employment being offered.
<i>Planned</i> may include:	researching the opportunity, choosing suitable modes of contact, planning the approach, making timely and appropriate telephone contact using clear and concise language, developing an understanding of the role and responsibilities and planning the writing of necessary material, interview rehearsals and the applications timely submission.
<i>Appropriate structure</i> should reflect the:	job requirements and the level of detail of specific information required by the selection panel. It should include consideration of format, content, presentation, use of language and spelling and express the applicant's interest in the job and present the applicant as a valid candidate for the job.
<i>Selection criteria</i> may include:	the job specification needs to be addressed specifically in the resume to that readers are aware how the applicant sees themselves as being suitably qualified for the position.
<i>Interview preparation</i> may include:	sourcing accurate information on the organisation and position, clarifying the time and place of the interview, making sure personal presentation is appropriate for the occasion, anticipating probable questions and planning suitable answers.

Unit Sector(s)

Unit sector	Foundation and Employability Skills
--------------------	-------------------------------------

Competency field

Competency field	Manufacturing - Common
------------------	------------------------

Co-requisite units

Not applicable.