



Australian Government

BSBLED807 Establish career development services

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, implement and evaluate career development services in accordance with professional standards to facilitate well-considered career decision-making by participants.

It applies to individuals seeking to provide career development services in accordance with professional standards.

A wide range of career development programs and services may be provided in many different jurisdictions and delivery settings. Their object is to assist individuals gain the knowledge, skills, attitudes and behaviours required to manage their life, learning and work in self-directed ways.

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

Unit Sector

Workforce Development – Learning and Development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Apply career development standards	1.1 Research contemporary career development theories, models, frameworks and strategies for specific context and target group 1.2 Analyse codes of professional conduct and career development standards, and how they can be applied in work practice 1.3 Apply regulatory requirements, policies, guidelines, standards and resources 1.4 Plan for and undertake ongoing personal professional

ELEMENT	PERFORMANCE CRITERIA
	development 1.5 Apply career development standards to all aspects of work role 1.6 Establish and maintain relationships with professional peers and service providers
2. Plan for career development services	2.1 Apply career development theories in preparation to work with specific target groups 2.2 Analyse career development needs of specific target groups 2.3 Plan for support systems and resources required to provide high-quality career development service delivery in specific context and for target group 2.4 Apply effective action-planning skills in career development counselling services 2.5 Establish ongoing professional and follow-up support for clients of career development services
3. Implement career development services strategies	3.1 Develop strategies for career development services to reflect contextual needs and aspirations of specific target group 3.2 Encourage individuals to commit to, and access, career development services 3.3 Establish mechanisms to follow-up provision of career development services 3.4 Implement strategies to ensure records storage, security and privacy in accordance with professional and organisational requirements 3.5 Establish referral procedures and contacts
4. Review career development services delivery strategies and plans	4.1 Review career development services and service delivery strategies against plans and standards, and identify any gaps 4.2 Advocate for target group and individual career development needs and choices 4.3 Determine strategies to improve quality of career development services 4.4 Discuss alternative career development strategies with key stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.4	Identifies and implements strategies to update own skills and knowledge
Reading	1.1-1.5, 2.1-2.5, 3.1-3.5, 4.1, 4.3	Identifies, analyses and evaluates information from various complex texts to assess career development standards and establish career development services
Writing	1.1, 1.4, 2.1-2.5, 3.1, 3.3-3.5, 4.1-4.3	- Records results of research and analysis using clear and comprehensible language and layout - Uses various strategies to plan, draft, review and proofread own writing relating to career development services
Oral Communication	1.6, 3.2, 4.2, 4.4	- Presents information and discusses ideas using vocabulary and features appropriate to the target groups - Uses listening and questioning skills to confirm and clarify understanding
Navigate the world of work	1.2, 1.3, 1.5, 3.4	- Adheres to organisational policies, procedures and standards and considers own role in terms of its contribution to broader goals of work environment - Keeps up-to-date with legislative requirements and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.6, 3.2, 4.2, 4.4	- Tailors communication to achieve its purpose, demonstrating understanding of the needs of the particular audience - Invests time and energy in building rapport and positive working relationships with others as an integral part of work-based interactions
Get the work done	1.2, 1.4, 2.1-2.5, 3.1, 3.3-3.5, 4.1, 4.3	- Plans, organises and implements tasks required to provide career development services and supports according to required standards - Systematically gathers and analyses relevant information and evaluates options to make informed decisions about career development strategies - Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED807 Establish career development services	BSBLED707A Establish career development services	Updated to meet Standards for Training Packages Recoded to meet AQF Standards	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBLED807 Establish career development services

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Performance Evidence

Evidence of the ability to:

- collect, evaluate and use information to inform career development strategies, support systems and resources
- analyse, plan, implement and evaluate career development services, in accordance with legislative requirements, policies, guidelines and standards
- identify own professional development needs and complete required professional development activities
- determine the needs of specific target groups
- communicate with others to provide professional support and advocacy services
- review and improve career development services, in consultation with other people.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe current career development theories
- explain what career development standards are and their impact on career development services
- outline legislative and regulatory requirements relevant to career development
- outline organisational policies relating to career development
- explain why researching and understanding the target group is crucial in providing support on career development and career choices.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- office equipment and resources
- organisational policies and procedures
- legislative and regulatory requirements
- case studies and, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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