



Australian Government

BSBLED809 Identify and communicate trends in career development

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 conduct research to identify and communicate career trends. It establishes the need to interact professionally with others in assessing career needs, to effectively assist clients identify competencies they require for a career and employability in a given context. It also examines how to maintain quality of career development services and professional practice.

It applies to individuals seeking to identify and communicate trends in career development.

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. Research and confirm career trends	1.1 Apply knowledge of changing organisational structures, lifespan of careers and methods of conducting work search, recruitment and selection processes 1.2 Analyse changing worker and employer issues, rights and responsibilities in context of changing work practices 1.3 Examine importance of quality careers development services 1.4 Maintain all research, documentation, sources and references (electronic or physical) to a high degree of currency and relevance 1.5 Analyse implications of relevant policy, legislation,

ELEMENT	PERFORMANCE CRITERIA
	professional codes of practice and national standards relating to worker and employer issues 1.6 Research changes and trends in theory of career development counselling and practice 1.7 Confirm clusters, levels and combinations of transferable employability skills and preferences that may open employment options spanning more than one occupation or career pathway
2. Assess and confirm ongoing career development needs of target group	2.1 Analyse history and records in assessing needs of target group 2.2 Assess success of previous career development services and techniques used for individual or target group 2.3 Deploy other means to investigate appropriate care and counselling approaches as required 2.4 Maintain privacy and security of all data, research and personal records according to relevant policy, legislation, professional codes of practice and national standards 2.5 Establish existing work-life balance requirements, issues and needs
3. Maintain quality of career development services and professional practice	3.1 Analyse and review relevance of career theories, models, frameworks and research for target group 3.2 Incorporate into career development services and professional practice, major changes and trends influencing workplace and career-related options and choices 3.3 Comply with all relevant policy, legislation, professional codes of practice and national standards that influence delivery of career development services

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
Reading	1.2-1.7, 2.1-2.4, 3.1-3.3	Interprets structurally complex career development information from multiple sources to identify trends, needs and compliance requirements

Writing	1.2-1.7, 2.1-2.4, 3.1, 3.2	- Records results of research and analysis using clear language and layout - Creates accurate documents according to required standards and formats
Navigate the world of work	1.2, 1.5, 2.4, 3.3	- Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment - Keeps up-to-date with legislation and regulations relevant to rights and responsibilities and considers implications of these when negotiating, planning and undertaking work
Get the work done	1.2, 1.3, 1.4, 1.6, 1.7, 2.1-2.3, 2.5, 3.1, 3.2	- Plans, organises and implements tasks required to gather and maintain current information about career development - Systematically gathers and analyses information to make decisions about career development needs and services - Uses digital technologies to access and store information - Understands importance of monitoring and controlling access to digitally stored and transmitted information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED809 Identify and communicate trends in career development	BSBLED709A Identify and communicate trends in career development	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 BSBLED809 Identify and communicate trends in career development

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Performance Evidence

Evidence of the ability to:

- research and analyse current economic, labour market, employment, career and vocational, educational and training trends
- identify choices and career development needs for individuals and target groups within a given context
- report and document management of research and career development materials
- comply with all relevant local, state/territory and national legislation, policies and practices.

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:

- explain client care and counselling techniques and processes in the context of career development services
- describe diversity and its potential effects on career choices
- outline human psychological development and needs in relation to careers development
- outline relevant policy, legislation, codes of practice and standards relevant to career development
- explain recruitment and selection processes in the context of career development services
- describe a range of data gathering and research techniques
- explain techniques used to analyse trends.

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
- relevant legislation, regulations and codes of conduct
- relevant career development documentation and resources
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

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