



Australian Government

BSBPEF101 Plan and prepare for work readiness

Release: 1

BSBPEF101 Plan and prepare for work readiness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify and document current skills and plan future skills development with support and supervision.

It applies to those who are preparing to work in a broad range of settings.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

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. Seek advice on future work goals	1.1 Identify possible work progression in industry or organisation 1.2 Identify and prioritise personal work goals 1.3 Identify additional skill requirements for future work progression with supervisor 1.4 Identify influence of personal values and attitudes regarding work in planning future work progression 1.5 Research methods to acquire additional skills required
2. Assess own skills	2.1 Assess current skills, knowledge and attitudes against competencies for work goals 2.2 Discuss results of self-assessment with supervisor 2.3 Seek advice on further skills development needs
3. Prepare portfolio of evidence	3.1 Identify types of evidence required to demonstrate competence in skills development

ELEMENT	PERFORMANCE CRITERIA
	3.2 Discuss purpose of evidence with assessor 3.3 Collect examples of evidence for portfolio 3.4 Complete personal resume with assistance of assessor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Applies knowledge and experience required to broaden future skills development
Reading	• Identifies textual information to determine requirements
Writing	• Uses information and industry-related terminology to complete required workplace documentation
Oral communication	• Uses everyday language and listens to short, specific advice to identify career options and personal work goals
Initiative and Enterprise	• Identifies specific qualifications, experience and/or skills needed for current or desired work role with assistance • Seeks feedback on self-assessment results from a trusted source with encouragement
Teamwork	• Asks questions with support to seek information or clarify instructions
Planning and organising	• Plans and implements routine tasks directly related to own requirements

Unit Mapping Information

Supersedes and is equivalent to BSBLED101 Plan skills development.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBPEF101 Plan and prepare for work readiness

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- seek advice on work goals, assess own skills and prepare a portfolio of evidence of skills.

In the course of the above, the candidate must:

- seek advice from relevant stakeholders on:
 - work and career options
 - results of self-assessment
 - preparation of portfolio
- prepare a portfolio of evidence, including a resume.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- skill requirements for work goals and process of self-assessment
- examples of experiences that have contributed to skill development including personal work, life and study
- sources of advice on career planning and skill development
- types of evidence and methods to develop portfolios of evidence.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources for career development
- examples of resumes and career planning resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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