



Australian Government

CHCECD001 Analyse and apply information that supports employment and career development

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged CHCCDP403B/CHCES303C/CHCES411A/CHCES502C. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to access, interpret and use information about employment, education, training and the labour market in Australia.

This unit applies to individuals working in employment services, career development, workforce planning and other environments. Information may be used to support individual job seekers, employees, employers or internal and external clients depending on the job role.

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

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

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

1. Access employment, labour market, education and training information

1.1 Determine and select credible and current sources of information

1.2 Use formal and informal research methods to access information

1.3 Interpret information and numerical data, and extract and distil content relevant to own practice

ELEMENT

PERFORMANCE CRITERIA

2. Link employment, labour market, education and training information to work practice

2.1 Evaluate potential application of information to own work practice based on client needs

2.2 Evaluate plans, processes and practices against current information and adjust accordingly

2.3 Assist clients by providing current, relevant and accurate information

2.4 Assist clients to develop the skills to access and interpret current, relevant and accurate information based on their needs

3. Maintain own knowledge of employment, labour market, education and training information

3.1 Identify and use opportunities to update knowledge of employment, labour market, education and training information

3.2 Monitor current issues and trends in employment, education, training and the labour market

3.3 Evaluate and respond to potential changes in own work based on updated knowledge

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCECD001 Analyse and apply information that supports employment and career development

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- used critical thinking skills to review and distil information about employment, education, training and the labour market of relevance to own practice from at least 3 different credible sources
- used information about employment education, training and the labour market within the scope of own job role in the provision of services to at least 3 different individuals or organisations – for example, job seekers, clients in career transition, employees, employers, internal and external clients.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (national, state/territory) for the use of information, and how these are applied in organisations and individual work, including, copyright and intellectual property
- key objectives and features of current policy frameworks
- role of professional associations and bodies and key organisations
- sources of information in Australia on:

- labour market
- employment
- education and training
- different types of labour market information and their use, including the relationship between supply (job seekers) and demand (employers)
- methods for collecting labour market information
- current and emerging labour market characteristics, including:
 - current and projected skills shortages
 - local labour market information including:
 - industry make-up
 - employment growth areas
 - skills in demand and trends in work requirements in different industries
 - issues impacting on the workforce in different sectors and industries
 - vacancy reporting
 - unemployment and job seeker data
 - recruitment analysis
- basic structure and operation of the training and education system, in the following sectors:
 - school
 - vocational education and training
 - higher education
- key employing industries in local area, including:
 - occupational characteristics
 - training and education pathways
- uses of education, training and labour market information, including:
 - individual pathways plans
 - job search planning
 - career plans for individual clients.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including
 - online sources of labour market and training and employment information
 - organisation policies and procedures
- modelling of industry operating conditions, including scenarios involving application of knowledge to varied work situations.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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