



Australian Government

CHCECD006 Develop and monitor employment plans

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 CHCES413A/CHCES416A. 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 develop and monitor plans relating to job search and other activities undertaken by job seekers to achieve an employment outcome.

This unit applies to individuals working in employment services within established policies and procedures.

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. Assess job seeker attributes and needs

1.1 Conduct and record assessment according to organisation procedures

1.2 Identify job seeker knowledge, skills, attitudes and circumstances against labour market requirements

1.3 Assess employment related strengths and barriers to effective entry into employment

1.4 Assess job seeker's current job search skills, resources and employment barriers to identify areas for development

ELEMENT	PERFORMANCE CRITERIA
2. Develop employment plans	2.1 Discuss, agree and document realistic employment goals with the job seeker, based on assessment conducted and employment opportunities 2.2 Source and analyse information to identify appropriate training, job search activities and resources that move the job seeker towards employment goals 2.3 Identify strategies to address non-vocational barriers which may affect employment opportunities 2.4 Include in the employment plan achievable, measurable steps with clear timelines and responsibilities 2.5 Use appropriate communication skills to involve the job seeker and gain their agreement and commitment 2.6 Ensure relevant legislation and contractual requirements are met
3. Support job seekers	3.1 Facilitate job seeker access to services information according to their needs 3.2 Assist job seekers to prepare and present materials that highlight key skills 3.3 Support job seekers to present themselves effectively
4. Monitor employment plans	4.1 Review and record job seeker progress toward achievement of objectives at regular intervals 4.2 Where progress is not achieved, review and amend plan and strategies in collaboration with job seeker 4.3 Provide feedback to support the job seeker's progress toward achievement of goals 4.4 Identify and report non-compliance with obligations to relevant authorities in accordance with contractual, legislative and organisation requirements

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 CHCECD006 Develop and monitor employment plans

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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:

- developed, documented and monitored individualised employment plans according to organisation policies and procedures and relevant legal requirements for at least 5 different job seekers where at least 3 of those job seekers present with multiple barriers to employment
- used communication skills to involve and engage a job seeker in the employment planning process and provide constructive feedback and support.

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), and how these are applied in organisations:
 - codes of practice
 - equal employment opportunity (EEO)
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries – responsibilities and limitations
- common effects of unemployment on job seekers

- diversity of job seekers and their needs, including those who present with barriers to employment and complex needs
- processes, tools and support mechanisms used to support disadvantaged job seekers
- principles of strengths-based assessment and planning
- employment information including:
 - current knowledge of the world of work
 - accepted methods for defining jobs
 - current labour market trends and information sources, including local, regional and national
 - occupational groups, clusters and networks
 - pathways to occupational areas (training and other)
 - local options and support networks available
 - role of key players such as recruitment agencies, professional associations, employment services and funding bodies
- training and education information:
 - options and pathways
 - funded training opportunities
- effects of unemployment on job seekers and barriers to employment and retention
- format and documentation of employment plans
- content included in employment plans, including:
 - intensive assistance activity agreements
 - intensive assistance support plans
 - job search skills plan
 - job seeker action plans
 - return to work plans
 - job seeker activity plans
 - plans of the support and assistance to be provided to the job seeker by the organisation
- job search strategies and their application to different job seeker situations, including:
 - preparing applications, resumes and portfolios
 - accessing online services
 - social media
 - registration with employment agencies
 - work experience or trial work placements
 - job search activities
 - job search training
 - voluntary work
 - community participation
 - training to address barriers to employment
 - researching labour markets or training options appropriate to needs
- type of monitoring activities:

- monitoring against timeframes, outcomes and activities included in the employment plan
- regular contact with job seeker via mail, telephone, email and interviews
- checking of relevant documentation
- job search diaries and other proforma recording details of activities undertaken
- checking of organisation information systems and databases
- feedback from employers and providers of training and other assistance
- services and agencies for referral when job seeker needs cannot be met by the organisation or are outside the scope of job role.

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:
 - labour market information
 - education and training information
 - organisation policies and procedures
 - job seeker assessment tools
- modelling of industry operating conditions, including:
 - scenarios that involve interactions with real people
 - scenarios the involve problem-solving.

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

Links

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