



Australian Government

CHCECD009 Conduct career guidance interviews

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. Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant changes to knowledge evidence. Supersedes CHCCAR501C

Application

This unit describes the skills and knowledge required to assist clients identify their career aspirations and develop career plans through the effective conduct of career interviews.

This unit applies to individuals working in career development or a career related field.

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. Assist clients to identify career aspirations

1.1 Confirm the role of the career practitioner and the client's rights and responsibilities

1.2 Develop rapport and a trusting working relationship with client, using effective communication practices and a person-centred approach

1.3 Identify the client's expectations and needs using appropriate questioning techniques and reflective listening

1.4 Discuss with clients the potential impact of career

ELEMENT**PERFORMANCE CRITERIA**

	management, the concepts of change and career transition in the context of lifespan career development
	1.5 Review and consider current labour market conditions and career information
	1.6 Provide information to assist clients to identify opportunities and options related to career goals
2. Assist clients to identify career interests and needs'	2.1 Use exploratory activities and assessment tools to assist clients to identify their work-related interests, skills, knowledge and values'
	2.2 Identify barriers to effective entry into a career or employment
	2.3 Modify assessment tools to match client needs and cultural variations
	2.4 Provide appropriate guidance, support and monitoring to support client understanding of the purpose and function of career assessment tools
	2.5 Provide the client with information about how their assessment relates to job profiles, educational and training pathway requirements and employment opportunities
3. Identify career and employment opportunities and resources	3.1 Assist clients to understand and apply labour market information to their work search, career objectives and decision-making
	3.2 Identify a range of realistic opportunities and options available to clients relevant to their profile
	3.3 Encourage client to take an innovative approach to exploring/creating opportunities for work
	3.4 Explain employment application protocols and processes to clients
4. Assist clients to develop a strategy to address their needs and interests	4.1 Assist client to identify priority areas for further investigation and develop workable strategies to address identified priorities
	4.2 Assist client to develop their own action plans to address their preferences and needs
	4.3 Identify areas where clients may require referral to specialists agencies or other professionals
	4.4 Identify the range of support services able to be provided to the client by the organisation and other

ELEMENT**PERFORMANCE CRITERIA**

organisations

4.5 Develop and document the plan with the client defining any additional support required

4.6 Document and maintain confidentiality of client information and records in line with organisation requirements and privacy legislation

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>