



Australian Government

Assessment Requirements for CHCECD011 Manage quality in career development practice

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. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirement. Significant changes to knowledge evidence. Supersedes CHCCDP701A

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 structured processes to develop, document and maintain best practice standards and systems in at least 1 career development practice, including strategies for:
 - case management
 - client service quality, including strategies to address diverse client groups and challenges
 - ongoing research and information management
 - collaboration.

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 career development at a practice management level and how these translate into the development of strategic approaches:
 - children in the workplace

- codes of practice
- discrimination
- duty of care
- equal employment opportunity (EEO)
- mandatory reporting
- practitioner/client boundaries
- privacy, confidentiality and disclosure
- policy frameworks
- records management
- rights and responsibilities of workers, employers and clients
- specific legislation and its application to career development
- work role boundaries – responsibilities and limitations
- work health and safety
- current professional standards, best practice, and guiding principles underpinning career development practice and case management
- continuous improvement process strategies and processes, including:
 - planning
 - documentation
 - implementation
 - evaluation
- strategies for addressing diversity within client groups, including diversity associated with:
 - age
 - disability
 - gender
 - culture and language
 - socio-economic status
- networking and collaboration opportunities at a professional level in career development practice
- current in-depth trends and issues in:
 - labour market
 - education or training opportunities in school, vocational and higher education sectors
- use of information technology in career development practice
- formal and informal research methodologies
- resources available to support career development practice.

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:

- industry best practice standards
- labour market and education or training information
- modelling of industry operating conditions, including:
 - scenarios that involve complex problem solving
 - scenarios that involve interactions with other people on professional issues.

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

Links

Companion Volume implementation guides are found in VETNet -

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