



Australian Government

PSPGEN031 Undertake career planning

Release: 1

PSPGEN031 Undertake career planning

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV410A Undertake career planning. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to plan one's own career. It includes self-assessment of skills and abilities, investigation of possible career opportunities, developing and implementing a career plan and monitoring progress against the plan.

This unit applies to those working in generalist or specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Conduct self-assessment	1.1 Identify life and work experiences and current and potential abilities and rank in order of importance. 1.2 Explore personal values and preferences relating to future careers. 1.3 Prepare a personal profile that identifies career related characteristics.
2. Identify possible career opportunities	2.1 Research careers to identify those with continuing longevity, and identify their requirements. 2.2 Identify and explore information sources for indicators, trends and information on potential career opportunities. 2.3 Assess existing and emerging careers and identify their skill, qualification or experience requirements. 2.4 Analyse the nature of the workforce, trends and opportunities and identify associated skill needs.
3. Develop and implement career plan	3.1 Identify preferred future career and associated skill requirements and compare with current strengths. 3.2 Analyse gaps to identify those skills that are common to both preferred future career and the organisation's requirements. 3.3 Establish career goals and develop a career plan that identifies immediate priorities as well as a longer term strategy for gaining experience and skills development. 3.4 Initiate career development activities.
4. Monitor progress	4.1 Monitor the acquisition of skills and experience and seek feedback on achievement of performance requirements. 4.2 Consider feedback and integrate as necessary into the career plan. 4.3 Monitor the organisation's requirements and adjust career plan to take account of new information, environment and/or culture. 4.4 Monitor preferred career requirements and progress towards career goals and adjust as required.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV410A Undertake career planning.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN031 Undertake career planning

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing strengths, weaknesses, opportunities, threats (SWOT)
- conducting skills audits and skills gap analyses
- developing strategies for the management of one's own career
- managing personal change and planning

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- strategic approach to career planning
- self-assessment to identify values and preferences
- performance management
- career development options
- workforce trends
- succession planning
- changing demographics and workforce skill needs
- organisational planning for human resources at a strategic level

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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