



Australian Government

PSPGEN052 Undertake and promote career management

Release: 1

PSPGEN052 Undertake and promote career management

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 PSPGOV510A Undertake and promote career management. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage one's own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others' career management.

This unit applies to those working in generalist and 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 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. Identify current career strengths	1.1 Conduct a self-directed search of current knowledge, skills, abilities, interests and values. 1.2 Include life and work experiences, current and latent abilities and rank in order of personal importance. 1.3 Determine personal preferences in broad terms, including areas of work that are acceptable in the long term. 1.4 Prepare a personal profile that identifies strengths, preferences and opportunities for learning and growth.
2. Identify and map career opportunities	2.1 Scan careers and occupations to identify a list of possibilities and their requirements for skills, qualifications and experience. 2.2 Undertake economic and industry scans to identify the outlook for possible careers and to identify emerging careers throughout work life. 2.3 Investigate opportunities for entering possible careers to ensure the feasibility of pursuing those options. 2.4 Match personal profile to possible career opportunities and decide on the best option/s to pursue.
3. Develop and implement career plan	3.1 Establish career goals that cater for transition from existing work to preferred future career. 3.2 Develop a career plan that identifies immediate priorities for learning and development as well as medium to long-term strategies to obtain additional skills and experience. 3.3 Undertake gap analysis to identify dated skills and skills that are common to both preferred future career and the organisation's requirements. 3.4 Initiate career development activities in accordance with the career plan.
4. Monitor progress	4.1 Monitor acquisition of skills and experience and seek feedback on performance achievements. 4.2 Consider feedback and integrate as necessary into the career plan. 4.3 Monitor organisational requirements and future career requirements and adjust career plan to take account of new information. 4.4 Monitor progress towards future career and adjust goals as required.
5. Contribute to	5.1 Assist others to take responsibility for their own careers, research

others' career management	information and plan for future job placements, learning and development. 5.2 Provide feedback on performance and suggest development opportunities to address performance gaps or build on performance strengths linked to career plans. 5.3 Agree upon medium to long term plans and implement to address barriers to career development and meet individual and group learning and development needs. 5.4 Encourage staff to monitor their progress against career goals and adjust long term plans to integrate changed circumstances or new skill requirements. 5.5 Encourage and support staff in applying new skills and knowledge in the workplace.
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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 PSPGOV510A Undertake and promote career management.

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 PSPGEN052 Undertake and promote career management

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)
- researching and questioning
- reflecting on own skills, abilities, values and performance
- conducting skills audits and skills gap analyses
- developing strategies for the management of one's own and others' careers
- providing performance feedback and capitalising on new skills developed by others in the workplace
- communicating with a diverse workforce including facilitating, questioning, consulting, active listening

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 management for self and others
- performance management
- career development options
- workforce trends
- scenario planning in the context of career management
- succession planning
- changing demographics and workforce skill needs
- organisational planning for human resources at a strategic level

- principles of equal employment opportunity and diversity
- legislation, policies and procedures relating to career management including WHS and environment

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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