



Australian Government

PSPGEN086 Undertake career planning

Release: 1

PSPGEN086 Undertake career planning

Modification History

Supersedes and is not equivalent to PSPGEN031 Undertake career planning.

Application

This unit describes the performance outcomes, skills and knowledge required to plan one's own career.

This unit applies to those working in generalist or specialist roles within the public sector. Those undertaking this unit work independently performing complex tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

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.

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.

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| 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 a 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. Review progress and update the career plan. | 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. Adjust the career plan to take account of changes in organisational factors.
4.4. Reflect on preferred career requirements and progress towards career goals and update the career plan to reflect changes. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:

- research and interpret a variety of texts about career opportunities and personal development.

Self-management skills to:

- manage personal change and planning.

Unit Mapping Information

Supersedes and is not equivalent to PSPGEN031 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>

Assessment Requirements for PSPGEN086 Undertake career planning

Modification History

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion :

- develop a strategy for the management of one's own career
- identify key relationships for implementing the strategy
- identify own strengths, weaknesses, opportunities, threats (SWOT)
- audit own skills including analysis of skills gaps.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for career planning, including:
 - human resources frameworks and strategies
 - performance management systems
 - learning and development systems
 - succession planning
- sources of data and information to inform career planning
- self-assessment techniques to identify values and preferences.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- organisational policies and procedures for career planning
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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