



Australian Government

PSPGEN087 Undertake and promote career management

Release: 1

PSPGEN087 Undertake and promote career management

Modification History

Supersedes and is not equivalent to PSPGEN052 Undertake and promote career management.

Application

This unit describes the performance outcomes, skills knowledge required to manage one's own career to meet goals and achieve life plans, as well as contributing to the career management of others.

This unit applies to those working in generalist and specialist roles within the public sector and other similar environments, including related agencies and statutory authorities. Those undertaking this unit work independently, performing complex tasks in a range of familiar 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

Elements describe the essential outcomes

1. Identify current career strengths.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 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.
 - 2.2. Undertake economic and industry scans to identify available and emerging careers.
 - 2.3. Investigate opportunities for entering possible careers to determine the feasibility of pursuing those options.
 - 2.4. Match personal profile to possible career opportunities and decide on the best options 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 career management of others.
 - 5.1. Assist others to take responsibility for their own careers, research 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.

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:	investigate and interpret career and job market information from a range of sources.
Oral communication skills to:	communicate effectively with others including facilitating, questioning, consulting and active listening.

Unit Mapping Information

Supersedes and is not equivalent to PSPGEN052 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>

Assessment Requirements for PSPGEN087 Undertake and promote career management

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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:

- analyse strengths, weaknesses, opportunities, threats (SWOT)
- research and question to inform planning
- reflect on own skills, abilities, values and performance
- conduct skills audits and skills gap analyses
- develop strategies for the management of one's own career
- develop strategies for the management of others' careers
- provide performance feedback and capitalise on new skills developed by others in the workplace.

Knowledge Evidence

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

- organisational policies and procedures in relation to career planning, including:
 - human resources frameworks and strategies
 - performance management systems
 - learning and development systems
 - succession planning
- strategic approach to career management for self and others
- career development options
- workforce trends
- scenario planning in the context of career management
- changing demographics and workforce skill needs
- principles of equal employment opportunity, equity and inclusion
- legislation relating to career management.

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 in relation to career planning
- legislation relating to career management
- resources and equipment of the working environment.

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

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