



Australian Government

PSPHRM008 Coordinate career development

Release: 1

PSPHRM008 Coordinate career development

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 PSPHR508A Coordinate career development. • 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 coordinate career development to address the present and future needs of the organisation, groups and individuals. It includes analysing career development needs, designing career development strategies and managing career development programs.

This unit applies to those working in public sector roles involving human resource matters.

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 autonomously, 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

Human resource management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to demonstrate

essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse career development needs	1.1 Identify the career development priorities of individuals and groups within the organisation through consultation with key stakeholders. 1.2 Analyse occupational, job and/or tasks to confirm current organisational requirements. 1.3 Identify competencies related to tasks and jobs as required, to underpin and link career development to other human resource functions in the organisation. 1.4 Analyse the results of skills audits, training needs analyses and competency-based assessments. 1.5 Link career development requirements to organisational initiatives and prioritise on the basis of consultation.
2. Design career development strategies	2.1 Design career development opportunities to meet the needs of individuals and the organisation. 2.2 Design career development strategies based on adult learning principles, fit with individuals' work and social contexts, and that support the business and strategic directions of the organisation. 2.3 Include support for the development and implementation of individual career development plans in strategies. 2.4 Provide consultation and advice within the organisation on the most appropriate options for particular needs. 2.5 Establish networks and partnerships to stay up to date with current good practice, and to negotiate joint programs as required. 2.6 Base strategies and plans on the principles of merit, equity and fairness and design to cater for employees at different career stages.
3. Implement and/or manage career development programs	3.1 Promote career development programs. 3.2 Manage career development resources. 3.3 Manage service providers and/or contracts. 3.4 Promote study assistance programs. 3.5 Assess learning programs and delivery options on an ongoing basis to ensure that these are effective in addressing learning and development needs. 3.6 Track progression of staff who engage in career development programs to assess program effectiveness.

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 PSPHR508A Coordinate career development.

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 PSPHRM008 Coordinate career development

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.

- using effective consultation with stakeholders
- undertaking counselling and negotiation
- explaining ideas to different audiences
- interpreting and explaining formal documents and assisting others to apply them in the workplace
- preparing written advice and reports requiring reasoning and precision of expression
- undertaking discussion involving exchanges of complex oral information

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.

- career development and career management as concepts within an organisational context
- range of career development strategies and plans
- concept of career stages
- the organisation's strategic goals and their implications for career development
- importance of retaining human and/or intellectual capital within an organisation
- career guidance and counselling strategies
- strategies for the management of one's own career
- adult learning principles
- succession planning

- national competency concept
- jurisdictional legislation, policies and practices applying to career development
- national and/or international models of good practice in career development

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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