



Australian Government

PSPHRM014 Coordinate career development

Release: 1

PSPHRM014 Coordinate career development

Modification History

Supersedes and is equivalent to PSPHRM008 Coordinate career development.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate career development to address the present and future needs of the organisation, groups and individuals.

This unit applies to those working in public sector roles involving human resource matters. Those undertaking this unit work autonomously, 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

Human resource management

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

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

1. Analyse career development needs.
 - 1.1. Identify career development priorities of individuals and groups within the organisation through consultation with stakeholders.
 - 1.2. Analyse occupational, job and task information to confirm current organisational requirements.
 - 1.3. Identify competencies related to tasks and jobs, 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. Identify career development opportunities to meet the needs of individuals and the organisation.
 - 2.2. Design career development strategies to 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. Consult and advise 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 any required joint programs.
 - 2.6. Develop strategies and plans based on the principles of merit, equity and fairness and design to cater for employees at different career stages.
3. Implement or manage career development programs.
 - 3.1. Promote career development programs using strategies suited to the target audience.
 - 3.2. Manage career development resources to meet organisational needs.
 - 3.3. Manage service providers and contracts in accordance with organisational policies and procedures.
 - 3.4. Promote study assistance programs within organisational parameters.
 - 3.5. Assess learning programs and delivery options to ensure they address learning and development needs.
 - 3.6. Track progression of staff who engage in career development programs to gather information and data to assess program effectiveness.

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:	• interpret and explain formal documents.
Oral communication skills to:	• exchange complex information in discussions with stakeholders and work groups.
Writing skills to:	• prepare written advice and reports requiring reasoning and precision of expression.

Unit Mapping Information

Supersedes and is equivalent to PSPHRM008 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>

Assessment Requirements for PSPHRM014 Coordinate career development

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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 present a career management program that incorporates each of the following:

- consultation with stakeholders
- alignment with at least one organisational priority
- explanation of the program to two different audiences
- information and data that would be used to inform the effectiveness of the program.

Knowledge Evidence

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

- career development and career management as concepts within an organisational context including:
 - importance of retaining human and intellectual capital within an organisation
 - career guidance and counselling strategies
 - concept of career stages
 - strategies for individuals to manage their own career
 - adult learning principles
 - succession planning
 - national competency concept
- the organisation's strategic goals and their implications for career development including:
 - career development strategies and plans
 - identified skills needs
- jurisdictional legislation, policies and practices applying to career development
- national and international models of good practice in career development.

Assessment Conditions

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

Assessment must ensure access to:

- jurisdictional legislation, policies and practices applying to career development

- resources and equipment required of the working environment.

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

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