



Australian Government

PSPTIS004 Conduct career planning

Release: 1

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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.

Application

This unit describes the skills required to identify the scope and nature of work within the translating and interpreting sector. It describes the skills needed to identify work options, determine own skills and knowledge, establish professional connections or networks and develop a career plan.

The unit applies to emerging translators and interpreters seeking to plan their career.

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 industry codes and standards for ethical translating and interpreting adhered to.

Those undertaking this unit would work independently using support resources as required, while performing specific tasks in a range of contexts.

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

Competency Field

Translating and interpreting

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 scope and nature of work context	1.1 Identify main participants in sector. 1.2 Determine nature of work, current and future trends and potential impacts.

	1.3 Identify avenues for exploring work opportunities. 1.4 Clarify skill and knowledge requirements for specific fields. 1.5 Identify relevant ethical codes, quality standards and employment conditions.
2. Conduct self-assessment	2.1 List own knowledge, experience and current and potential abilities in relation to specific fields. 2.2 Explore personal values and work preferences. 2.3 Prepare a profile that identifies personal attributes relevant to chosen career.
3. Investigate career options	3.1 Identify own career options and select preferred options. 3.2 Determine gaps in own skills and knowledge. 3.3 Investigate formal and informal training opportunities and language or skill development for selected options.
4. Develop an individual career plan	4.1 Identify strategies to develop required skills and knowledge. 4.2 Develop a career plan to implement strategies. 4.3 Review career plan with established practitioners.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

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 PSPTIS004 Conduct career planning

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.

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)
- developing strategies for the management of own career
- participating in relevant industry and professional development networks, events or activities

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.

- roles of bilingual workers, translators and interpreters
- legal and policy context of translating and interpreting, including relevant federal and state government policies
- personal and professional goals and objectives
- personal values and preferences
- qualifications and credentials in language, translating and interpreting
- strategic approaches to career planning
- sources of information for support and advice on work and training options
- workforce trends, changing demographics and workforce skill needs

Assessment Conditions

Assessment of this unit of competency must include use of written assignments, journals or diaries.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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