



Australian Government

Department of Education, Employment and Workplace Relations

SIRCIND202 Plan a career in community pharmacy

Release: 1

SIRCIND202 Plan a career in community pharmacy

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	New unit

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and interests and to explore related retail career options in community pharmacy and other pharmacy settings.

The unit also covers planning future skill development with the help of a career adviser or experienced community pharmacy staff.

Application of the Unit

This unit applies to entry level pharmacy assistants who may be employed full time or combining secondary education with work in a community pharmacy, and exploring career goals, education and training options for future job roles in pharmacy settings.

A person undertaking this role may report directly to a front of pharmacy supervisor and is required to work under the supervision of a pharmacist.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Explore career opportunities and preferences.

- 1.1. Obtain information from ***advisory services*** and talk to advisory and ***experienced personnel*** to identify the nature of work in a range of pharmacy career options.
- 1.2. Explore education and training requirements for a range of ***pharmacy career options***.
- 1.3. Assess levels of personal aptitude and fulfilment in relation to a range of retail workplace tasks and responsibilities.
- 1.4. Assess levels of personal interest in a range of retail career options.
- 1.5. Document optimum career preferences and related education and training requirements.

2. Identify skill development requirements.

- 2.1. Identify opportunities and stages of skill development for selected retail career preferences in consultation with advisory or experienced personnel.
- 2.2. Identify current stage of career development by assessing and documenting current personal skills and knowledge against competencies relevant to career preferences.
- 2.3. Discuss results of assessment with advisory or experienced pharmacy personnel and identify additional skill development requirements for career progression.
- 2.4. Document skill development options for selected career preferences.

3. Plan pharmacy career progression.

- 3.1. Review and select options for immediate and future skill development in discussion with advisory or experienced personnel.
- 3.2. Select and document skill development options and allocate timelines for progression.
- 3.3. Collate personal skill assessment and career planning documentation and update regularly with skill development evidence.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit

Required skills

- critical thinking skills to:
 - assess personal skills and preferences
 - evaluate career options
- communication skills to:
 - ask questions relating to career options
 - explain personal career preferences
 - make telephone calls to advisory services and experienced personnel
 - share information
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- literacy skills to find, read and record information
- planning and organising skills to:
 - collect and collate information
 - schedule and complete tasks
 - set and meet timeframes
- technical skills to:
 - conduct internet research
 - produce word-processed documents

Required knowledge

- importance of skill development in career planning
- internet research methods
- sources of advice on career planning and skill development
- job roles in pharmacy settings
- qualification pathways to achieve particular job outcomes

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- research and document the range of pharmacy career options, qualifications and possible pathways to different job roles
- document a personal career plan, outlining skill development options for selected career preferences, including timelines for progression
- assess and document current personal skills and knowledge.

Context of and specific resources for assessment

Assessment must ensure that competency is:

- observed by the assessor or the technical expert working in partnership with the assessor as described in the assessment guidelines.

Assessment must ensure access to:

- technology to research career information
- current and comprehensive information on qualifications, including entry requirements and modes of study
- involvement with careers advisers or experienced community pharmacy staff as part of the career planning process.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- review of the individual's personal career plan
- written or oral questions appropriate to the language and literacy level of the learner to test knowledge, such as:
 - sources of advice on career planning and skill development
 - job roles in pharmacy settings
 - qualification pathways to achieve particular job outcomes
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Advisory services may include:

- career specialist websites
- corporate career advisory services
- government career services
- industry associations' career services
- education and training institutions' career services.

Experienced personnel may include:

- colleagues
- mentors
- supervisors
- trainers.

Pharmacy career options may include:

- community pharmacy job roles, such as:
 - pharmacy assistant
 - dispensary assistant
 - pharmacy retail manager
 - buyer
 - pharmacist
- hospital pharmacy roles, such as:
 - pharmacy assistant
 - pharmacy technician
 - senior pharmacy technician
 - dispensary technician
 - distribution technician
 - pharmacist.

Unit Sector(s)

Community Pharmacy

Competency field

Industry