



Candidate Resource and Assessment

BSBLED101A

Plan Skills Development



Whether as an individual, or as part of a group, real progress depends on entering whole-heartedly into the process and being motivated to make you a more deeply satisfied human being.

Focusing on your training needs



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BSBLED101A Plan skills development
ISBN: 978-1-74238-042-1

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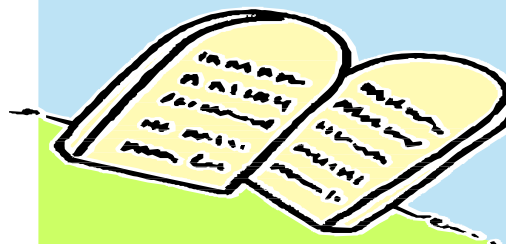
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"You're either part of the solution or part of the problem".

Eldridge Cleaver

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SAMPLE

Focus on

Your Area of Influence

Use considered risk taking in your 'grey' area

And others will follow you!

Legend	This course is divided into several sections of learning. Each section begins with the title of the element of the unit being taught, a quotation and a graphic related to content across the top of the page.
	This symbol indicates the beginning of new content. The bold title matches the content of the competency and they will help you to find the section to reference for your assessment activities.
	Activity: Whenever you see this symbol, there is an activity to carry out which has been designed to help reinforce the learning about the topic and take some action.
	This symbol is used at the end of a section to indicate the summary key points of the previous section.

Qualification Pathways



A goal without a plan is just a wish.

Antoine de Saint-Exupery

Qualification Pathways

This unit of competency is provided to meet the requirements of BSB07 Business Services Training Package although it can be used in a range of different qualifications. The BSB07 Business Services Training Package does not state how a qualification is to be achieved. Rather, Registered Training Organisations are required to use the qualification rules to ensure the needs of the learner and business customer are met. This is to be achieved through the development of effective learning programs delivered in an order which meets the stated needs of nominated candidates and business customers.

Qualification Rules

Qualification requirements include core and elective units. The unit mix is determined by specific unit of competency requirements which are stated in the qualification description. Registered Training Organisations then work with learners and business customers to select elective units relevant to the work outcome, local industry requirements and the qualification level.

All vocational education qualifications must lead to a work outcome. BSB07 Business Services Training Package qualifications allow for Registered Training Organisations (RTOs) to vary programmes to meet:

- Specific needs of a business or group of businesses.
- Skill needs of a locality or a particular industry application of business skills.
- Maximum employability of a group of students or an individual.

When packaging a qualification elective units are to be selected from an equivalent level qualification unless otherwise stated.

Introduction



"If learning comes through experience, it follows that the more one participates in guided experiences, the more one learns. Therefore venturing into uncharted waters - and experiencing the failures that may occur - is an important part of organisational learning."

Gould, DiBella, Nevis

Introduction

This unit of competency is all about planning for skills development. It is for anyone who is working, or who wants to work in any type of business. It will help you with the skills you need to demonstrate competency for the unit *BSBLED101A Plan Skills Development*. This is one of the units that make up the Certificates in Business.

This manual is broken up into three distinct sections. These are:

1. **Seek Advice on Future Career Directions:** We will examine how to identify what direction your career may head. It is unlikely that you will stay in a single job throughout your career. This section will assist you in determining where you would like to go in your career and how to get there.
2. **Conduct Self Assessment of Skills with Assistance:** Then, you will undertake an assessment of your current skills and compare these to the skills that are required of you in your desired occupation, and career goal.
3. **Prepare Portfolio of Evidence:** Finally you will learn how to write a resumé and prepare it for submission to your Facilitator for assessment as evidence of your career planning.

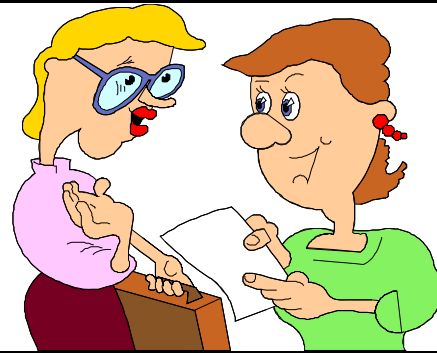
At the conclusion of this training you will be asked to complete an assessment pack for this unit of competency. The information contained in this Candidate Resource will assist you to complete this task. You may also find it useful to have access to a position description for your job or jobs you wish to undertake, and the internet.

On competent completion of the assessment, you will have:

- Sought advice on future career directions.
- Conducted self-assessment of skills with assistance.
- Prepared a portfolio of evidence.

SAMPLE

BSBLED101A/01
Seek Advice on Future Career Directions



"He who hesitates is a damned fool."

Mae West



Identify possible career directions in industry or organisation

Identify and prioritise personal work goals

Discuss future work/career directions with appropriate people and identify additional skills requirements

Identify additional skills required and determine appropriate method/s to acquire these skills

What Can I Do? Where Can I Go?

What do you think work is all about? If someone was to come up to you today and ask what you do at work would you be able to give them a quick and simple answer? The modern work environment has changed what it means to work. A few years ago, work meant taking a job when you left school and staying with that job for most of your life. You may gain promotion, but essentially we stayed in one area for your life. However today you change jobs much more frequently, This working history is called your career.

The importance of your career means that you need to begin thinking in terms of career planning. Your career should not be something you think about for five minutes while looking through the situations vacant. It should be carefully thought through and planned. In order to choose what work it is you would like to do, you need to think carefully about what sort of person you are and the things that you both like and dislike doing. You should seek advice about your career and talk to as many people as possible. Researching job positions is an important aspect of career planning. In this unit we will be examining all of these areas, and assisting you with planning your career.

What Do You Want To Be?

With all career possibilities available, how do you make a decision? Once you know what career path you want to follow, how do you get there? One way to answer questions about your future career is to develop a career plan. A career plan outlines the steps you need to take to reach your career goals.

The Steps to Developing a Career Plan

Skills and Interests

Develop a career plan to determine your skills and interests. Thinking about your skills and interests can help you find a satisfying career. To determine your interests, think about what you like to do.

Make a list of skills you have. Your skills may include training you have gained through part-time or full-time jobs. Even if you haven't been employed before, you do have some skills which will help you find a job. For example, you may have skills you learned through volunteer work or through social activities.

Evaluate those skills and interests you have listed. Are there similar activities on the two lists? Are there any experiences that could turn into a career? For instance, if you volunteered at a hospital and enjoyed the experience, you may want to consider a medical career.

Think about experiences you have enjoyed. Evaluate what you liked, what you found challenging, and what you may have learned from those experiences. Make a list of activities you have enjoyed during the past few years. We will be examining the process of self evaluation in much more detail in the next section.

Research Occupations

In order to find the right job, it is important to find the occupations that you may enjoy doing. Find out about the types of careers that are available to you. If you don't research careers, you may not know about the best occupations to fit your interests and skills.

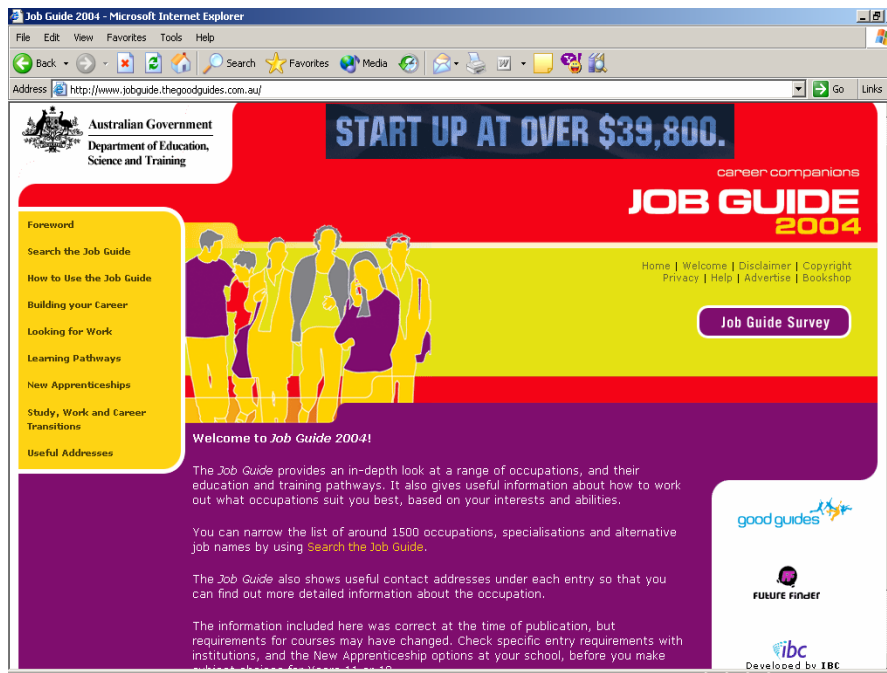
It's also important to decide if the career you are considering is really what you expect and whether it offers the salary and benefits you want. One good way to learn about a career is to volunteer for a short period in the position. Another good way to find out about a job is to network - talk to someone who is in the career now.

As well as networking and volunteering, there are a wide range of resources that you may wish to access in order to find out more about the occupations available to you. One highly recommended resource is the Job Guide. This is available online at:

<http://jobguide.thegoodguides.com.au/>

At this website you will find an in-depth look at a wide range of occupations, browsing this website will enable you to gain a good understanding of the many careers that exist in the workplace, and will enable you to find those positions that you may enjoy doing.

Each job has a description listing personal qualities required, as well as a state-by-state breakdown of educational and employment opportunities. This is an invaluable resource for researching career options.



The Job Guide will enable you to research career opportunities.

Once you have determined what career path you want to follow, assess what you need to do to prepare for that career. Do you need special training? If so, research the schools that offer the kind of training you need. What kinds of experience will you need to be successful in the career? As previously mentioned the job guide can provide a state-by-state breakdown of employment and educational opportunities for all positions.

By developing a career plan, you can focus on what you want to do and how to get there. And when you are ready to write your resumé, you will have a better understanding of your skills and experiences to discuss with potential employers.

Career and Work Goals

A career goal helps you focus on what you want to do for a living. A career goal can be a specific job you want to do - such as doctor or teacher - or a career goal can be a particular field you want to work in, such as medicine or education. Rather than limiting your future, a career goal may help you discover career possibilities that you wouldn't have thought of otherwise. There are several job possibilities with any chosen career. For instance, if you choose a medical career, you may want to be a scientist, a nurse or a doctor.

A career goal will also guide you into doing what you want with your life - rather than just drifting into a job. Generally, a career goal is based on your skills and interests, career possibilities, and job trends. Once you have chosen a career, think strategically about the steps to accomplish your goal. Understanding and accomplishing your career goal will be a lot easier if you create a career plan. A career plan determines your skills and interests, what career best suits your talents, and what skills and training you need for your chosen career.



Activity One

Briefly describe how you see your future. What career would you like to undertake? What organisations would you like to work for? What is your overall career goal? How will you get to that goal?

Lined writing area for the activity response.

SAMPLE



Take into account personal values and attitudes regarding work and business, in planning future work/career directions

What's Important to You?

When you are undertaking a career plan, it is important that you consider your work values. All people expect to achieve certain ideals from their jobs, employers, and careers. The workplace values, concepts, and ideas that you hold dear have a direct impact on your satisfaction with your job, with your career, and even with your life. When you understand the values you wish to achieve most highly - you can make an evaluation about whether your current employer (or a prospective employer) supports those values. And if you are considering a career change, understanding *your* values is critical to identifying a new career path.

How well do you know your workplace values? It is quite unusual for a job-seeker, or someone wishing to examine their current career to actually undertake a values assessment. However, if you have done some form of career planning in the past, you may have done some self-assessment years ago when you were first starting out in your career. However, values change overtime, and even though you may have assessed your values in the past, your life experiences may have altered your values.

Have you taken the time recently to stop and see who and where you are now?

After several job changes and promotions, are you still doing the kind of work that really suits you? After several changes of management, are you really working for the type of company (with upper management personnel) that respects and rewards your values? As you begin thinking about a job or career change, have you really spent the time thinking about the right job and right employer for what you value - and what you need in your life?

In this section, we will spend some time undertaking a *Work Values Self Assessment*. Before you continue with this exercise, make sure you have some free time to spend with it; time to think and reflect on what you truly value.

Your first step is to rate the importance of each of the workplace values on the list. We've left a few blank lines at the end of our list in case the list has missed something that you value in your work. Finally, be sure to be honest with yourself; no one is judging nor scoring your results, so lying to yourself achieves nothing.

Now attempt Activity Two.



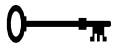
Activity Two

Using the table provided below, think about those things you value in your work. Mark each option as either being very important, neutral or unimportant.

Value	Very Important	Neutral	Unimportant
<i>Steady income with good benefits</i>			
<i>Chance for advancement; increased pay</i>			
<i>Teaching/training others</i>			
<i>Pleasant physical surroundings</i>			
<i>Persuading others</i>			
<i>Being in charge, supervising, managing, having authority</i>			
<i>Respect and recognition</i>			
<i>Flexible hours; control over own time</i>			
<i>Having an established routine of work</i>			
<i>Doing a variety of tasks</i>			
<i>Motivating and inspiring others</i>			
<i>Regular hours (little overtime)</i>			
<i>Chance to use my own ideas/creative expression</i>			
<i>Expectations by boss clearly defined</i>			
<i>Friendly fellow workers</i>			
<i>Working on my own</i>			
<i>Working on one project at a time</i>			
<i>Chance to use my initiative</i>			
<i>Being my own boss</i>			
<i>Leaving my mark on the world</i>			
<i>No responsibility</i>			

Value	Very Important	Neutral	Unimportant
<i>Having clearly defined tasks</i>			
<i>Working as part of a team</i>			
<i>Producing a tangible product</i>			
<i>Spirit of competition; chance to be successful</i>			
<i>Having responsibility</i>			
<i>Producing a tangible product</i>			
<i>Working with details, data, numbers</i>			
<i>Working with ideas</i>			
<i>Good salary</i>			
<i>Working with things/machines</i>			
<i>Challenging work</i>			
<i>Working with people</i>			
<i>Working with an organisation, people of high integrity</i>			
<i>Producing high quality work</i>			
<i>Opportunity to use my special skills/knowledge</i>			

Now look through the completed checklist. Of the items you've rated as **Very Important** pick the **three** that are most important to you at the moment. When you are considering applying for a different job, consider whether or not it will meet the work values you have identified. Occasionally you may decide to take a job that doesn't quite meet your criteria, as you see it as a 'stepping-stone' to the career you really want.



Key Points Section 1

- A career plan outlines the steps that you need to take in order to reach your career goal.
- A career plan should outline your skills and interests and use these to enable you to determine your preferred occupations.
- In order to find the right job, it is important to find the occupations that you may enjoy doing.
- <http://www.jobguide.thegoodguides.com.au/> can provide you with a good deal of information about various careers.
- Once you have determined what career path you want to follow, assess what you need to do to prepare for that career.
- A career goal helps you focus on what you want to do for a living. A career goal can be a specific job you want to do - such as doctor or teacher - or a career goal can be a particular field you want to work in, such as medicine or education.
- When you are undertaking a career plan, it is important that you consider your work values.
- The workplace values, concepts, and ideas that you hold dear have a direct impact on your satisfaction with your job, with your career, and even with your life.



Section 1 - 'True' or 'False' Quiz



T	F	Your career should not be something you think about for five minutes while looking through the situations vacant.
----------	----------	---



T	F	You are likely to do the same job right through your career.
----------	----------	--



T	F	A career plan enables you to plan for reaching your career goals.
----------	----------	---



T	F	Training can only be gained through formal educational institutions.
----------	----------	--



T	F	Your experiences may enable you to find suitable careers.
----------	----------	---



T	F	In order to find the right job, it is important to find the occupations that you may enjoy doing.
----------	----------	---



T	F	Volunteering to undertake a job for a short amount of time is not a suitable way to learn about a career.
----------	----------	---



T	F	Once you have decided on suitable career options, you should find out as much as you can about that career.
----------	----------	---



T	F	Career goals should be focused only on a specific job.
----------	----------	--



T	F	The workplace values, concepts, and ideas that you hold dear have a direct impact on your satisfaction with your job, with your career, and even with your life.
----------	----------	--