



CATAPULT

BSBPEF101

Plan and prepare for work readiness

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBPEF101.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBPEF101/>

Trainer/assessor guide

BSBPEF101

Plan and prepare for work readiness

Welcome to this unit of study

This unit describes the skills and knowledge required to identify and document current skills and plan future skills development with support and supervision.

It applies to those who are preparing to work in a broad range of settings.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Seek advice on future work goals	5
Identify possible work progression	5
Identify and prioritise personal work goals	8
Additional skill requirements for future work progression	9
Influence of personal values/ attitudes in planning future work progression	10
Research methods to acquire additional skills	11
Check your understanding	13
Topic 2: Assess own skills	15
Assess current skills, knowledge and attitudes	15
Discuss results of self-assessment with supervisor	18
Seek advice on further skills development needs	19
Check your understanding	21
Topic 3: Prepare portfolio of evidence	23
Types of evidence to demonstrate competence in skills development.....	23
Discuss purpose of evidence with assessor	25
Collect examples of evidence for portfolio	26
Complete personal resumé with assistance of assessor	28
Check your understanding	31
References.....	33
Assessment workbook	35
Unit information	37
What is competency-based assessment?.....	38
How will my competency be assessed?.....	39
Assessment agreement	40
Foundation skills checklist.....	41
Skills recognition.....	42
Topic 1: Seek advice on future work goals	43
Topic 2: Assess own skills	44
Topic 3: Prepare portfolio of evidence	45
Knowledge questions	46
Topic 1: Seek advice on future work goals	47
Topic 2: Assess own skills	52
Topic 3: Prepare portfolio of evidence	55
Performance tasks.....	60
Third party evidence collection agreement	61
Topic 1: Seek advice on future work goals	62
Topic 2: Assess own skills	64
Topic 3: Prepare portfolio of evidence	65

Completion record..... 66
Unit mapping..... 67
Trainer/ assessor user instructions..... 69

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Seek advice on future work goals
- » Assess own skills
- » Prepare portfolio of evidence

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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