



CATAPULT

CHCECD001

Analyse and apply information that supports employment and career development

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CHCECD001.

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/CHCECD001/>

Trainer/assessor guide

CHCECD001

Analyse and apply information that supports employment and career development

Welcome to this unit of study

This unit describes the skills and knowledge required to access, interpret and use information about employment, education, training and the labour market in Australia.

This unit applies to individuals working in employment services, career development and other environments where individuals are assisting those in career and employment transition. Information may be used to support individual job seekers, employees or employers depending on the job role.

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: Access employment, labour market, education and training information	5
Selecting credible and current sources of information	5
Formal and informal research methods to access information	18
Interpreting information and data, and extracting content.....	24
Check your understanding	27
Topic 2: Link employment, labour market, education and training information to work practice	29
Evaluating potential application of information	29
Evaluating plans, processes and practices against information	35
Providing current, relevant, and accurate information.....	40
Assisting clients develop skills to interpret information.....	43
Check your understanding	49
Topic 3: Maintain own knowledge of employment, labour market, education and training information.....	51
Employment, labour market, education, training information	51
Monitoring current issues and trends	60
Evaluating and responding to potential changes in own work.....	67
Check your understanding	71
References.....	73
Assessment workbook.....	75
Unit information.....	77
What is competency-based assessment?.....	78
How will my competency be assessed?.....	79
Assessment agreement.....	80
Foundation skills checklist.....	81
Skills recognition.....	82
Topic 1: Access employment, labour market, education and training information	83
Topic 2: Link employment, labour market, education and training information to work practice	84
Topic 3: Maintain own knowledge of employment, labour market, education and training information	85
Knowledge questions	86
Topic 1: Access employment, labour market, education and training information	87
Topic 2: Link employment, labour market, education and training information to work practice	90
Topic 3: Maintain own knowledge of employment, labour market, education and training information	94
Topic 4: Specific knowledge evidence	97
Performance tasks.....	104
Third party evidence collection agreement	105
Topic 1: Access employment, labour market, education and training information	106
Topic 2: Link employment, labour market, education and training information to work practice	107
Topic 3: Maintain own knowledge of employment, labour market, education and training information	108

Completion record..... 109
Unit mapping and assessment checklist 110
Trainer/ assessor user instructions..... 113

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Access employment, labour market, education and training information
- » Link employment, labour market, education and training information to work practice
- » Maintain own knowledge of employment, labour market, education and training information

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
