



CATAPULT

FSKLRG03

Use basic strategies for career planning

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 FSKLRG03.

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/FSKLRG03/>

Trainer/assessor guide

FSKLRG03

Use basic strategies for career planning

Welcome to this unit of study

This unit describes the skills and knowledge required to plan for work and learning using an individual learning plan.

The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) Level 1 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

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: Plan for career.....	5
What's a career?	5
What's career planning?	7
Career goals.....	9
What do I need to learn?.....	13
What skills have I got?	15
What gets in the way of achieving my career goals?	17
Check your understanding	19
Topic 2: Prepare an individual learning plan	21
What's learning?.....	21
Learning styles	23
Learning pathways	25
Ways to learn.....	26
Setting learning goals.....	29
Writing a learning plan.....	32
Check your understanding	35
References.....	37
Assessment workbook	39
Unit information	41
What is competency-based assessment?.....	42
How will my competency be assessed?.....	43
Assessment agreement.....	44
Foundation skills checklist.....	45
Skills recognition	46
Topic 1: Plan for career.....	47
Topic 2: Prepare an individual learning plan	48
Knowledge questions	49
Topic 1: Plan for career.....	50
Topic 2: Prepare an individual learning plan	54
Topic 3: Specific knowledge evidence.....	57
Performance tasks	58
Third party evidence collection agreement	59
Topic 1: Plan for career.....	60
Topic 2: Prepare an individual learning plan	61
Completion record	62
Unit mapping	63
Trainer/ assessor user instructions	64

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan for career
- » Prepare an individual learning plan

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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