



**Australian Government**

# **BSBLED101 Plan skills development**

**Release: 1**

## BSBLED101 Plan skills development

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to identify and document current skills and plan future skills development under the guidance of an appropriate adviser.

It applies to individuals developing basic skills and knowledge of career planning and skills development in preparation for working in a broad range of settings.

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

### Unit Sector

Workforce Development – Learning and Development

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Seek advice on future career directions	1.1 Identify possible career directions in industry or organisation 1.2 Identify and prioritise personal work goals 1.3 Discuss future work/career directions with appropriate people and identify additional skill requirements 1.4 Take into account personal values and attitudes regarding work and business in planning future work/career directions 1.5 Identify additional skills required, and determine appropriate method/s to acquire these skills
2. Conduct self-assessment of skills	2.1 Identify work, life and study experiences relating to business 2.2 Assess current skills, knowledge and attitudes against a checklist of relevant competencies

ELEMENT	PERFORMANCE CRITERIA
	2.3 Discuss results of self-assessment with trainer or assessor 2.4 Identify further skills development needs
3. Prepare portfolio of evidence	3.1 Identify and discuss types of evidence required 3.2 Develop a clear understanding of purpose of evidence 3.3 Collect examples of evidence for portfolio 3.4 Complete application for recognition of current competency and/or personal resume with assistance of assessor

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Learning	1.3, 2.4	<ul style="list-style-type: none"> <li>Reflects on knowledge and experience required to broaden future skills development</li> </ul>
Reading	1.1, 1.2, 1.5, 2.2, 2.4, 3.2-3.4	<ul style="list-style-type: none"> <li>Recognises and interprets textual information to determine requirements</li> </ul>
Writing	1.2, 1.4, 1.5, 2.1, 2.2, 2.4, 3.1, 3.3, 3.4	<ul style="list-style-type: none"> <li>Uses factual information and industry-related terminology to complete required workplace documentation</li> </ul>
Oral Communication	1.3, 1.5, 2.3, 2.4, 3.1, 3.4	<ul style="list-style-type: none"> <li>Uses everyday language and listens to short, specific advice to identify career options and personal work goals</li> </ul>
Navigate the world of work	1.1-1.5, 2.1-2.4, 3.1, 3.2	<ul style="list-style-type: none"> <li>With assistance, identifies specific qualifications, experience and/or skills needed for current or desired work role</li> <li>With encouragement, seeks feedback on self-assessment results from a trusted source</li> </ul>
Interact with others	1.3, 1.4, 2.3, 3.2, 3.4	<ul style="list-style-type: none"> <li>Begins to recognise how personal values and beliefs align with, or differ from others in specific work contexts</li> <li>With encouragement, may ask questions to seek information or clarify instructions</li> </ul>
Get the work done	3.2, 3.3, 3.4	<ul style="list-style-type: none"> <li>Plans and implements routine tasks directly related to own requirements</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED101 Plan skills development	BSBLED101A Plan skills development	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>