

FIELD COMMUNITY AND SOCIAL SERVICES**Review of *Career Practice* unit standards**

Subfield	Domain	Id
Career Practice	Career Assessment and Measurement	13161-13171
	Career Consultation	13117-13135
	Career Development Theory	13110-13116
	Career Education	13151-13160
	Career Information	13136-13144
	Career Management	13145-13150

Learning State (trading name of the Public Sector Training Organisation) has completed the review of the unit standards listed above.

Date new versions published

November 2009

Planned review date

December 2013

Summary of review and consultation process

The review process was undertaken during 2007 and 2008. Consultation with and feedback from Career Services, career practice professional organisations and associations including CPANZ and CATE, career practice professionals, tertiary institutions, accredited providers and workplace assessors has been incorporated in the review of these unit standards and the three *Career Practice* qualifications. Each unit standard was analysed for currency of industry practice, clarity of expression, accessibility of content, eliminating restrictions to achievement, updating references, evaluating levels and credit value, and fitness for purpose. Submissions from industry were taken into account during the review process and other stakeholders were contacted to review drafts. The changes to the unit standards and the qualifications were endorsed by the Career Practice Advisory Group in May 2008.

Main changes resulting from the review

- The following unit standards have been moved to the domain *Career Consultation*: 13142, 13145, 13146, and 13159.
- Unit standards 13117 and 13119 have been replaced by unit standard 25165.
- Unit standard 13120 has been replaced by unit standard 25166.
- Unit standard 13121 has been replaced by unit standard 25167.
- Unit standards 13122-13125 have been replaced by unit standard 25168.
- Unit standard 13135 has been replaced by unit standard 25169.
- Unit standards 13126-13130 have been replaced by unit standard 25170.
- Unit standards 13139, 1317, and 13138 have been replaced by unit standard 25179.
- Unit standard 13157 has been replaced by unit standard 25180.
- Unit standards 13161, 13162, and 13165 have been replaced by unit standard 25181.

- Unit standards 13110, 13112, 13116, 13118, 13131, 13133, 13134, 13137, 13138, 13140, 13143, 13144, 13147-13150, 13153, 13154, 13156, 13158, 13160, 13163 and 13167-13169 have been designated expiring.
- The levels have increased in unit standards 13114, 13115, 13132, 13141, 13142, 13146, 13151, 13163, 13164, and 13166.
- The credits have decreased in unit standards 13111, 13115, and 13163.
- The credits have increased in unit standards 13116, 13141, 13142, 13151, 13152, 13164, 13170, and 13171.
- The domain Career Management has been designated expiring and will expire when all the standards in it have expired.

Nine new unit standards have been written to further meet the requirements of the sector.

Unit standards categorised as category C or D expire at the end of December 2010.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification	Level	Nature of accreditation	ID	Level
Subfield	Career Practice	5	Standards	25168, 25169, 25170, 25181	6
Domain	Career Information	4	Standards	25179	5
	Career Development Theory	4	Standards	13114, 13115	
	Career Management	4	Standards	13145, 13146	4
	Career Education	4	Standards	13159, 13151, 13163, 13164	4

Impact on Accreditation and Moderation Action Plan (AMAP)

All career practice unit standards have been moved from AMAP 0146 to AMAP 0121. AMAP 0146 will expire once all standards have been moved.

Impact on existing qualifications

Qualifications that contain the reviewed unit standards or classifications are tabled below.

Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following Learning State qualifications are affected on by the outcome of this review and will be reviewed in 2010. The standards that generated the not materially affected status are in **bold**.

Qualification title	Standard in the qualification
National Certificate in Career Practice (Level 3) [Ref: 0427]	13110, 13115, 13121, 13122, 13126, 13132, 13133, 13135, 13137- 13139, 13141, 13142, 13145 , 13146, 13152, 13157, 13158, 13159 , 13160, 13164, 13166, 13167
National Certificate in Career Practice (Level 4) [Ref: 0428]	13110, 13111, 13114, 13115, 13121, 13122, 13124-13127, 13129-13135, 13137, 13140-13144, 13149-13154, 13156-13158, 13159 , 13160, 13162, 13163, 13170, 13171,
National Diploma in Career Practice (Level 6) with optional strands in Counselling, Education, Management, and Research and Development [Ref: 0429]	13110, 13112, 13113 , 13115, 13120, 13123-13133, 13135, 13136 , 13140, 13143, 13144, 13147-13151, 13153, 13154, 13159 , 13161, 13165, 13168, 13169, 13170, 13171
National Certificate in Supervision of Youth Development Programmes (Conservation Corps and Youth Service Corps) [Ref: 0907]	13152, 13156-13158

The following qualification is also affected by the outcome of this review. The standard setting body (SSB) has been advised that it requires revision.

Qualification title	Standard in the qualification	SSB Name
National Certificate/Diploma in Classification [Ref: 1040]	13149	Te Kaiawhina Ahumahi Social Services Industry Training Organisation Inc.

Review Categories and changes to classification, title, level and credits

All changes are in **bold**.

Key to review category

- A** Dates changed, but no other changes are made - the new version of the standard carries the same Id and a new version number
- B** Changes made, but the overall outcome remains the same - the new version of the standard carries the same Id and a new version number
- C** Major changes that necessitate the registration of a replacement standard with a new Id
- D** Standard will expire and not be replaced

Domain Career Assessment and Measurement

Id	Title	Level	Credit	Review Category
13161	Critique career assessment instruments, models, methods, and practice	6	6	C
13162	Identify, source, and select career assessment instruments	5	5	C
13165	Analyse and interpret results of career assessment	6	4	C
25181	Source, analyse, select, and use career assessment tools and techniques	6	20	

Id	Title	Level	Credit	Review Category
13163	Demonstrate knowledge of career assessment models, methods, and practice	4	8	D
13164	Administer career assessment instruments Facilitate the administration of career assessment instruments	3 5	1 8	B
13166	Facilitate the use of self-administered career assessment instruments	3 4	3	B
13167	Use career resource material to initiate exploratory activities with clients	3	3	D
13168	Develop career assessment instruments for Māori clients	7	4	D
13169	Demonstrate knowledge of career assessment instruments for Māori	4	2	D
13170	Use career assessment instrument with Māori clients	5	4 8	B
13171	Use career assessment instruments with Pacific Island clients	5	4 8	B
25182	Use career assessment instruments with clients with barriers to employment	5	8	New

Domain Career Consultation

Id	Title	Level	Credit	Review Category
13117	Apply career development theories to counselling clients	6	5	C
13119	Provide career counselling to clients	6	10	C
25165	Apply career development theory to the practice of career counselling	7	25	
13118	Recognise presenting psycho-social issues in the career consultancy process	5	2	D
13120	Demonstrate knowledge of professional practice in career counselling	5	2	C
25166	Demonstrate knowledge of professional and ethical career practice	5	8	
13121	Facilitate the development and implementation of career plans	4	5	C
25167	Assist clients to develop and implement career plans	5	8	
13122	Provide safe career practice environments for Māori clients	4	3	C
13123	Provide career consultation to Māori clients	6	6	C
13124	Demonstrate knowledge of influences on career choices of Māori	4	4	C
13125	Establish and maintain contact with Māori community members to provide career practice	3	3	C
25168	Describe influences on career choices of Māori and provide career consultation to Māori clients	6	10	

Id	Title	Level	Credit	Review Category
13126	Provide safe career practice environment for Pacific Island clients	4	3	C
13127	Demonstrate knowledge of influences on career choices of Pacific Island clients	4	4	C
13128	Provide career consultation for Pacific Island clients	6	6	C
13129	Assist Pacific Island client to develop career plans	4	5	C
13130	Integrate the family of Pacific Island client into the career planning process	4	3	C
25170	Describe influences on career choices and provide career consultation to Pacific Island clients	6	10	
13131	Demonstrate knowledge of different groups of Pacific Island career clients	4	4	D
13132	Provide safe career practice environments for clients Demonstrate knowledge of and provide safe career practice environments	4 5	3	B
13133	Demonstrate knowledge of family and community influences on career choices	4	3	D
13134	Integrate the family of the client into the career planning process	4	3	D
13135	Recognise career related issues for migrants in New Zealand	5	4	C
25169	Describe career-related issues for and provide career information to migrant and refugee clients in New Zealand	6	10	
25171	Describe influences on career choices of and provide career consultation to clients with barriers to employment	6	10	New
25172	Provide career consultation to career consultation clients	5	20	New
25174	Demonstrate knowledge of tikanga Māori relevant to Māori clients of a career practice organisation	5	6	New
25175	Plan, facilitate and evaluate group career planning sessions with career practice clients	5	5	New
25176	Prepare and write career practice reports	5	7	New
25211	Deliver a career-related oral presentation to an audience	6	4	New

Domain Career Development Theory				
Id	Title	Level	Credit	Review Category
13110	Demonstrate knowledge of the impact of workplace environments on career choices	4	5	D
13111	Define, examine, source, and evaluate career interventions Define, examine, source, and select career interventions	4	6 3	B
13112	Critique career intervention processes	6	6	D
13113	Critique career development theories Analyse and evaluate career development theories	6	10	B
13114	Demonstrate knowledge of career development theories	4 5	10	B
13115	Demonstrate knowledge of equity issues in career practice	4 5	8 5	B
13116	Adapt career intervention models for Māori clients	5	4	D

Domain Career Education				
Id	Title	Level	Credit	Review Category
13151	Develop and maintain links, partnerships, and networks in the career industry and community	3 5	2 4	B
13152	Assist clients to develop job seeking strategies Demonstrate knowledge of and assist clients to develop job seeking strategies	4	3 5	B
13153	Develop a career education intervention for a specific target group	4	3	D
13154	Provide information on career development and education for a target group	4	4	D
13155	Undertake professional development as a career practitioner	4	3	B
13156	Facilitate the development of goal setting skills in career planning and decision making	3	2	D
13157 25180	Facilitate the development of curriculum vitae Demonstrate knowledge of and facilitate the development of curriculum vitae	3 4	2 3	C
13158	Facilitate placement of individuals into work sampling	4	4	D
13160	Demonstrate knowledge of the development of career plans	3	3	D

Domain		Career Information		
Id	Title	Level	Credit	Review Category
13136	Demonstrate knowledge of the world of work	4	6	B
13137	Analyse and select career information	3	3	C
13138	Set up a career display and information area	3	2	C
13139	Maintain career resources area			
25179	Provide career information and guidance resources for a target group and client	4 5	2 5	C
13140	Establish career reference or resource area and environment	5	5	D
13141	Assist client with career information and support in response to inquiries	3	2	B
	Assist client with career information and support in response to requests	4	3	
13143	Provide career information to the Pacific Island community	3	2	D
13144	Demonstrate knowledge of the implications of the National Qualifications Framework for careers	5	5	D
25177	Describe and provide information about the world of work	5	5	New
25178	Analyse and apply labour market trends, employment patterns, work availability, and occupation groups	6	10	New

Domain		Career Management		
Id	Title	Level	Credit	Review Category
13147	Assist employees to plan careers within an organisation	5	4	D
13148	Assist people affected by organisation restructuring with career transition	5	4	D
13149	Assist clients to identify labour market trends and politics that influence their careers	5	4	D
13150	Demonstrate knowledge of the impact of boundaryless careers on individuals	4	3	D

Subfield		Career Practice			
Id	Domain	Title	Level	Credit	Review Category
13142	Career Information	Facilitate selection of education and/or training	3	3	B
	Career Consultation	Facilitate selection of education and/or training with career practice clients	4	4	
13145	Career Management	Facilitate the placement of individuals into employment	4	4	B
	Career Consultation	Facilitate the placement of clients into employment			

Id	Domain	Title	Level	Credit	Review Category
13146	Career Management Career Consultation	Assist with selection and referral of clients to work or courses Assist clients with selection and referral to work or courses	3 4	3	B
13159	Career Education Career Consultation	Facilitate placement of individuals into education or training	4	4	B