

CHC41215 - CERTIFICATE IV IN CAREER DEVELOPMENT

Delivered through an innovative partnership between Skills Recognition and the Career Development Centre Pty Ltd.

Career Development Centre recognises that everyone learns differently; as such our trainers provide a collaborative, flexible and supportive approach to training. Our experienced trainers/ career practitioners are accessible, approachable, and skilled in a range of learning strategies to build capacity of all participants.

MODE OF DELIVERY:

This course runs for approximately 12 months part-time and requires an average study commitment of 4 hours per week. It follows a blended delivery model with a combination of 8 scheduled fixed-date, all-day workshops with supported learning through the Career Development Centre for submitting assessments and the self-paced component of study and assessment.

DESCRIPTION OF THE ASSESSMENT METHODS

- Observation
- Demonstration
- Written

COURSE DURATION:

One year (can be completed earlier)

UNIT STRUCTURE:

Delivered over six clusters

ASSESSMENT METHOD:

Direct and indirect observation, practical and written.

QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals who provide programs and services to individuals and groups of clients and employers to support people in planning their career and/or locating, securing, and maintaining suitable employment. They may work in career information and transition services or assist in career advisor roles in education, training, school, or transition work environments. They may have limited supervisory responsibilities in contexts such as employment services.

PACKAGING RULES

Total number of units = 13

- 8 core units
- 5 elective units, consisting of:
- up to 5 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome.
- All electives chosen must contribute to a valid, industry-supported vocational outcome.

CORE UNITS

CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCECD001	Analyse and apply information that supports employment and career development
CHCECD008	Deliver services consistent with a career development framework
CHCECD009	Conduct career guidance interviews
CHCECD010	Provide support to people in career transition
CHCLEG001	Work legally and ethically
CHCPRP001	Develop and maintain networks and collaborative partnerships

ELECTIVES

CHCCSL002	Apply specialist interpersonal and counselling interview skills.
CHCCSL003	Facilitate the counselling process
BSBLED807	Establish career development services.
BSBLED808	Conduct a career development session
CHCPRP003	Reflect on and improve own professional practice

Module One

CHCCOM002 Use communication to build relationships.

CHCCSL002 Apply specialist interpersonal and counselling interview skills.

CHCCSL003 Facilitate the counselling process

Module Two

BSBLED807 Establish career development services.

BSBLED808 Conduct a career development session

CHCECD009 Conduct career guidance interviews

Module Three

CHCECD001 Analyse and apply information that supports employment and career development.

CHCLEG001 Work legally and ethically

Module Four

CHCECD010 Provide support to people in career transition

Module Five

CHCECD008 Deliver services consistent with a career development framework.

CHCDIV001 Work with diversity

Module Six

CHCPRP001 Develop and maintain networks and collaborative partnership

CHCPRP003 Reflect on and improve own professional practice

ACCESS AND EQUITY

Learning and assessment materials are written in plain English. Delivery modes are negotiated to meet the needs of a diverse range of candidates. Entry to courses is in accordance with equal opportunity legislation and anti-discrimination legislation.