

Certificate IV in Career Development (CHC42108)**Course Information**

Note: for information regarding the Career Development Practice Skill Set please see last page.

1. OVERVIEW

This qualification is for those workers who provide career development services to students or adult clients to support them in planning their career and/or locating, securing and maintaining suitable employment. This course will particularly help teachers involved in Senior Education Training plans (SET Plans).

Workers at this level:

- Need an understanding of access and equity issues including cultural diversity, Aboriginal and/or Torres Strait Islander and disability issues and to work with local communities in the provision of services
- May have limited supervisory responsibilities (e.g. in employment services context)

Work at this level may include, for example:

- Work in career information and transition services
- Assisting in career adviser roles in education, training, school or transition work environments.

Occupational titles may include, for example:

- Career information officer
- Career and transition services coordinator

This qualification may also be appropriate for workers already holding a relevant professional or vocational qualification for application in areas such as:

- School career advice and VET in Schools work
- Human resources, education and training and industry specialisation.

In addition, a recommended skill set is identified for such individuals as an introduction to career development work.

2. TARGET GROUP

Those involved in the provision of careers advice and those seeking a qualification to enable them to be employed in such an area.

Worklinks is a Registered Training Organisation for a number of nationally recognised qualifications.

Worklinks training services offer the following benefits:

- Competitive pricing
- Experienced, knowledgeable trainers
- Professional training facilities
- High quality training materials
- Training that can be delivered in-house for small groups
- Delivery throughout QLD, as per demand



For more information please contact the Worklinks Training department on:

T: 5498 9601

E: training@worklinks.com.au

W: www.worklinks.com.au

Certificate IV in Career Development (CHC42108)**Course Information****3. PROGRAM STRUCTURE****PACKAGING RULES**

16 units of competency are required for this qualification, including:

11 core units

5 elective units

Core Units

CHCCAR501B	Conduct career guidance interview
CHCCDP402B	Assist clients to plan and access career pathways
CHCCDP401B	Deliver service consistent with a career development framework
CHCCDP403B	Analyse and apply education and training information
CHCCS407B	Operate referral procedures
CHCCS411B	Work effectively in the community sector
CHCES411A	Collect, analyse and apply labour market information
CHCNET404A	Facilitate links with other services
CHCORG405D	Maintain an effective work environment
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTOHS300B	Contribute to OHS processes

Current Worklinks electives are:

CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400B	Work within a relevant legal and ethical framework
CHCES416A	Plan and provide job search support
CHCNET402A	Establish and maintain effective networks
BSBWOR404A	Develop work priorities

Teachers Note:

For the following units most teachers will qualify to receive RPL (subject to RPL application and third party verification)

Core Units:

CHCORG405D	Maintain an effective work environment
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTOHS300B	Contribute to OHS processes
CHCCS400B	Work within a relevant legal and ethical framework

Electives

CHCCOM403A	Use targeted communication skills to build relationships
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan and organise group-based deliver group-based learning
BSBCMM401A	Make a presentation

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4. WORKSHOP COSTS AND STRUCTURE

Course	Cost incl GST	Workshop 1	Workshop 2	Workshop 3	Workshop 4
Candidate wanting full qualification	\$990	●	●	●	●
Teacher wanting FULL QUALIFICATION (includes RPL)	\$660	●	●	●	
Candidate wanting Career Development Practice Skill Set	\$450	●	●		
Teacher wanting Career Development Practice Skill Set	\$330	●	●		

5. PATHWAYS INCLUDING RECOGNITION

There are a number of pathways to achieving the qualification OR to achieving a Statement of Attainment for those who only wish to complete specific units (eg the three units which comprise Component 2 of the Australian Career Development Studies).

The pathways are:

- **Face-to-face combined with completion of work in own time.** Candidates attend a series of workshops run by Worklinks and then complete further requirements in their own time.
- **Recognition.** Candidates with prior training and/or assessment experience and/or other training and educational qualifications may be best placed to use this pathway.
- **Assessment-only.** Where the candidate feels that they have the requisite competencies, but cannot easily prove these through recognition, the assessment-only pathway is likely to be the best option. This enables candidates to prove competency by completing the assessment component of the course only, without participating in training.
- **Blended learning pathway.** This pathway is available to those who, through their past experience and training, would be best placed to undertake a combination of two/more of the above.

6. DELIVERY MODES

There are 4 required workshops to attend (3 for teachers), following which additional work and assessment tasks are completed in candidates' own time.

7. DURATION

The course is offered flexibly to enable learners to ideally complete the qualification within twelve (12) months.

8. NATIONAL RECOGNITION

Worklinks Inc. will recognise qualifications and/or Statements of Attainment issued by other Registered Training Organisations (RTOs) based in any State/Territory of Australia.

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9. PREREQUISITES

There are no formal prerequisites in this qualification, however participants would require the following:

- high level literacy and numeracy levels in order to succeed;
- reasonably high level computer skills, in order to adequately complete assessment and class tasks; and
- considerable work in own time and commitment to undertake that work.

10. BENEFITS

Benefits include:

- Nationally recognized and portable qualification
- Continuing professional development
- Enhanced ability to meet Associate Career Development Practitioner minimum standards, effective from 2012.

11. ACCREDITATION

The Certificate IV in Career Development is nationally accredited.

12. ASSESSMENT

Assessment varies from unit to unit; however all assessment is competency-based.

13. COSTS AND INCLUSIONS

All costs include learning materials, assessment, ongoing support and certification on successful completion. Morning tea is included in the cost of workshops.

14. FEES, CANCELLATIONS & REFUNDS

14.1 Course fees

The following policies/procedures apply:

- no participant in a fee-for-service program can commence until the fees are paid;
- fees will be deposited directly into a specified account, allowing refunds to be accommodated when necessary; and
- participants applying for Recognition of Prior Learning (RPL) must pay the full fee for the relevant program structure before RPL applications will be processed.

14.2 Cancellation of enrolment

An APPLICATION FOR REFUND form must be completed by any participant wishing to claim for withdrawing from the course.

14.2.1 *Cancellation of enrolment prior to course commencement*

- If five or more working days notice is given, the course fees will be refunded in full except for a \$60 administration fee.
- If fewer than five working days notice is given, only 50% of the total course costs will be refunded.

Certificate IV in Career Development (CHC42108)**Course Information****14.2.2 Cancellation of enrolment after commencement**

No refunds will apply once the course has commenced.

CONTACT

For registration of interest, enrolment form, RPL pack etc, or to simply find out more information about the course, the schedule for workshops, etc please contact: training@worklinks.com.au, or call us on 5498 9601.

Certificate IV in Career Development (CHC42108)**Course Information****CAREER DEVELOPMENT PRACTICE SKILL SET**

This skill set has been endorsed by industry as appropriate for people who hold a relevant professional or vocational qualification or commensurate industry skills. It provides skills and knowledge in career development practice for application in areas such as: school career advice and VET in Schools, work; or in human resources or training.

Units

CHCCOM403A	Use targeted communication skills to build relationships
CHCCAR501B	Conduct career guidance interview
CHCCDP401B	Deliver service consistent with a career development framework
CHCCDP402B	Assist clients to plan and access career pathways
CHCCDP403B	Analyse and apply education and training information
CHCCS400A	Work within a relevant legal and ethical framework
CHCES411A	Collect, analyse and apply labour market information

Pathway

These units may provide credit towards Certificate IV in Career Development.

Costs

Career Development Practice Skill Set	\$450 incl GST	Workshops 1 & 2
Career Development Practice Skill Set (registered secondary teachers)	\$330 incl GST	Workshops 1 & 2

CONTACT

For registration of interest, enrolment form, RPL pack etc, or to simply find out more information about the course, the schedule for workshops, etc please contact:

training@worklinks.com.au or 5498 9601

Our quality trainer will ensure a qualification/statement of attainment of value to you!

Philip Hurd, BA (Hons), Applied Social Science and Business Studies, Grad. Dip. Career Guidance

Phil is the Training Services Manager for Worklinks. Previous to this Phil was the Team Leader for the Local Community Partnership, which provided career and transition support to over 40 schools. Phil has over 15 years experience in the field of career development within Australia and the United Kingdom in the areas of guidance, facilitation and training. Phil has co-written two careers workbooks for secondary students.