

## DUAL CERTIFICATE - CHC41215 Certificate IV in Career Development and CHC41115 Certificate IV Employment Services

### 1. OVERVIEW

The Certificate IV in Career Development 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.

The Certificate IV in Employment services reflects the role of individuals who provide employment services to both job seekers and employers. They use specialised knowledge to support individual job seekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs. All units chosen within Cert IV Career Development are *identical* to those within Cert IV Employment services. You will complete 14 units but gain TWO qualifications.

**Occupational titles—Career Development** may include, for example:

- Career information officer
- Career and transition services coordinator

**Occupational titles—Employment Services** may include, for example:

- Client services officer
- Employment consultant
- Job search training consultant
- Training and placement officer

### 2. TARGET GROUP

Those involved in the provision of careers advice and/or employment services, 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
- High quality training materials
- Training that can be delivered in-house for small groups



For more information please contact the Worklinks Training department on:

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E: [training@worklinks.com.au](mailto:training@worklinks.com.au)

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**Certificate IV Career Development**

13 units of competency are required for this qualification, including **8 core and 5 electives units**

**Certificate IV in Employment Services**

14 units of competency are required for this qualification, including **9 core and 5 electives units**

Unit titles	CAREER	EMPLOYMENT
	CHC41215	CHC41115
	C = Core unit	E = Elective unit
1 CHCECD009 Conduct career guidance Interviews	C	E
2 CHCECD010 Provide support to people in career transition	C	E
3 CHCECD008 Deliver services consistent with a career development framework	C	E
4 CHCECD001 Analyse & apply information that supports employment & career development	C	C
5 CHCCCS016 - Respond to client needs	E	C
6 CHCPRP001 - Develop and maintain networks and collaborative partnerships	C	C
7 CHCDIV001 Work with diverse people	C	C
8 HLTWHS001 Participate in workplace health and safety	E	E
9 CHCCOM002 Use communication to build Relationships	C	C
10 CHCLEG001 Work legally and ethically	C	C
11 BSBWOR404 Develop Work Priorities	E	E
12 CHCECD002 Deliver and monitor contracted employment services	E	C
13 CHCECD003 Promote job seekers to employers	E	C
14 CHCECD006 Develop and monitor employment plans	E	C

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### 3. PROGRAM STRUCTURE

All participants will complete the same 14 units enabling certification in the Certificate IV in Career Development and the Certificate IV in Employment services.

Participants will have **18 months** to complete the course.

Secondary teachers will have the option to complete just the Certificate IV in Career Development only OR both qualifications.

#### Teachers Note:

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

#### Core Units:

CHCDIV001	Work with diverse people
CHCCOM002	Use communication to build Relationships
CHCLEG001	Work legally and ethically

#### Electives:

HLTWHS001	Participate in workplace health and safety
BSBWOR404	Develop Work Priorities

#### Delivery:

Participants listen to PowerPoint presentations, which are backed up with comprehensive learner guides. The learner guides have been developed to assist people to broaden or upgrade the skills and knowledge required to work in the career development industry as an associate career development practitioner or in the employment services industry. They contain information and learning activities that are suitable for people who are currently involved, or would like to be involved, in delivering career development and/or employment services to individuals in the community.

For those who have been working in the field for some time and have not gained formal qualifications, these resources will help you to refresh/review your knowledge and skills and to decide whether you wish to work towards obtaining the nationally recognised Certificate IV in Career Development.

**Assessment:** 10 units are assessed as a clustered assessment (reducing the amount of assessment if they were completed individually). The remaining four units are assessed individually. Each assessment, whether a cluster or individual unit comes with its own assessment booklet. Assessments are a variety of; short answer questions, case

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studies, developing handouts / PowerPoints, research activities. The clustered assessment is divided into 3 booklets (two for teachers with RPL), first booklet focus is on underpinning knowledge, second booklet communication, legal, ethical and diversity (teachers RPL second book) leading towards the third main assessment booklet that require participants to create an interview portfolio that includes preparation, labour market research, interview, developing an action plan, assist with job search (can be role played) and follow up for 5 individual clients. The participant will need to find 5 volunteers to be clients, the careers interviews can be role played but each interview will need to be recorded by the participant and sent to the assessor. Each participant will need access to video recording equipment (this could be on a smart phone).

Those who enroll must be working (or have access to) an environment where they can use the skills and have access to volunteers to act as clients. Clients interviewed can "pretend" to be seeking work but will require 5 different individuals to interview, preferably with a diversity of backgrounds.

Course is divided into 7 Assessment Booklets:

Clustered assessment

Book 1A Facilitate Career Development - Underpinning knowledge

Book 1B Facilitate Career Development - Communication, Legal and Diversity (teachers with RPL exempt)

Book 2 Facilitate Career Development - Interview Portfolio

Individual units

Book 3 CHCPRP001 - Develop and maintain networks and collaborative partnerships

Book 4 CHCECD002 - Deliver and monitor contracted employment services

Book 5 BSBWOR404 - Develop work priorities

Book 6 HLTWHS001 - Participate in workplace health and safety

4. ONLINE COSTS AND STRUCTURE

<b>Course - <u>All prices are the same for Face-to-Face and Online</u></b>	<b>Cost inc GST</b>
Candidate wanting full qualification for <b>BOTH</b> <i>Career Development and Employment Services</i>	\$1,800
Secondary Teacher wanting FULL QUALIFICATION for <b>BOTH</b> <i>Career Development and Employment Services (includes 5 units of RPL)</i>	\$990

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### Recognition of Prior Learning (RPL) OR Gap Training

\$150 per unit.

#### Cross Credit

If a student has already achieved an identical unit of competency (same title and code) from another course, this can be cross credited towards the new certificate for \$50 per unit (up to a maximum of \$100 e.g. if you cross credit 2 or more units the maximum cost will be \$100). Training for all remaining units either through training or RPL \$150 per unit up-to a maximum of \$1800.

If a code has changed e.g. from an A to a B this will be considered an RPL unit, unless the Unit Mapping states that it is identical (This sometimes happens that there are changes to words used in the unit e.g. OHS becomes WHS but the intent remains the same).

### 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.

The pathways are:

- **Online:** Candidates complete assessment via Worklinks online training portal. Training is provided online via PowerPoint with audio presentations, Learner Guides and other resources. Candidates are responsible for printing hard copies from the training portal.
- **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

Online learning 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 18 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.

Community partnerships promoting...enterprise, employment, education and training

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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.
- Must have some experience in assisting others in an employment services, careers, education or training environment.

### 10. BENEFITS

Benefits include:

- nationally recognised and portable qualification(s)
- continuing professional development
- enhanced ability to meet Associate Career Development Practitioner minimum standards.

### 11. ACCREDITATION

Certificate IV in Career Development and Certificate IV in Employment services are both nationally accredited.

### 12. ASSESSMENT

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

### 13. COSTS AND INCLUSIONS

All costs include training, assessment, ongoing support and certification on successful completion. Participants are responsible for printing learner guides and assessment booklets from either the Worklinks website or from emails sent by the trainer.

13.1 Specific prices will be negotiated with schools who are 'members' of Worklinks or organisations who have large numbers of participants requiring training at the one time.

### 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;
- For those undertaking both courses (not teacher) \$1000 must be paid prior to commencement, followed by the remainder 4 weeks after commencing the course.
- 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 Application for Refund

To apply for a refund, the **Application for Refund** form must be fully completed. No application will be

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completed without this. The following refund principles apply:

- *Where five or more days notice is given prior to the course commencing, fees will be refunded in full minus a \$100 administration fee*
- *Where less than five days notice is given prior to the course commencing, 50% of the first instalment—paid on enrolment—will be refunded (i.e. 25% of the total course cost)*
- *Once the participant has commenced the course, no refund will be given, except in **exceptional** circumstances and at the discretion of the CEO*

## **CONTACT**

For further information and an enrollment form please see our website <http://www.worklinks.com.au/training>. Alternatively if you have any questions please contact: [training@worklinks.com.au](mailto:training@worklinks.com.au), or call us on 5428 0104.

***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 has over 19 years experience in the field of career development within Australia & the United Kingdom in the areas of guidance, facilitation and training. Phil has co-written two careers workbooks for secondary students. Previous to his current role Phil was the Team Leader for the Local Community Partnership, which provided career and transition support to over 40 schools.*