

Employment outcomes resulting from the completion of this course may include employment

- Career information officer
- Career adviser
- Return to work officer

- Use communication to build relationships
- Work with diverse people
- Analyse and apply information that supports employment and career development
- Deliver services consistent with a career development framework
- Conduct career guidance interviews
- Provide support to people in career transition
- Work legally and ethically
- Develop and maintain networks and collaborative partnerships
- Facilitate the interests and rights of clients
- Assess co-existing needs
- Respond effectively to behaviours of concern
- Analyse and present research information
- Promote and represent the service

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Working in career development can be very rewarding. You might work for an employment service, a disability service provider, a recruitment agency, a school or a university.

The job is one of counselling and providing information about career direction, and training and professional development opportunities. You can expect to work with those about to leave school through to professionals at the height of their career looking for the next pathway. The course is directed to those who like to work with people and those who like to work with businesses.

There are several target groups for the Certificate IV in Career Development:

- those who want to enter the sector – they may be those undertaking a career change with no skills or experience in the new career
- those who have gained employment in the Employment Services Sector as an Employment Consultant (EC), working for a recruitment agency and who want to diversify into career development, job club operator or return to work specialist
- those who work in a secondary school and want to specialise as the career advisor
- those who have been working in either sector but without qualification

ENTRY REQUIREMENTS

There is no pre-requisite for entry to this course.

All students will complete a pre-training assessment to identify learner strengths and weaknesses.

The training content, delivery, methodologies and assessments will be tailored to suit individual learner needs which will increase learner engagement and ownership.

OTHER

Prospective students should also take into account that in addition to this qualification, to work in the sector they may require:

- Successful completion and passing of a National Police Certificate
- Mandatory Reporting (ie Working with Children Check, Responding to Abuse and Neglect) depending on the age of the client cohort

DURATION

This course is only taught in external mode - either full-time or part-time. The full-time course is 12 months duration and the part-time is up to 24 months.

Additionally, students must complete a 35hr vocational placement. Those employed in the capacity of providing career development (or similar) may count their employment towards placement insofar as they are able to demonstrate sufficient evidence.

