

Certificate IV in Career Development



CHC41215

Overview

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.

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

The course is directed to those who like to work with people and those who like to work with businesses. Targeted at those who have or who can learn good communications skills, and be empathetic.

Job roles

This qualification covers workers who provide a range of programs and services to individuals and groups of clients to assist them in planning their career and/or locating, securing and maintaining suitable employment.

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 (eg in the employment services context).

Employment outcomes resulting from the completion of this course may include the following roles:

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

Delivery mode

The delivery is flexible and made up of the following:

- Full Time
- Part Time
- Online
- Distance training
- Work based
- RPL
- A combination of the above



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

CHCADV001	Facilitate the interests and rights of clients
CHCCCS004	Assess co-existing needs
CHCCCS020	Respond effectively to behaviours of concern
BSBRES401	Analyse and present research information
CHCPRP004	Promote and represent the service

Assessment

Interskills training uses a variety of flexible assessment strategies to ensure participants have the best chance of success.

Assessment strategies include:

- Written Assessment
- Oral Questions
- Project(s)
- Observation (Vocational Placement)
- Simulated Workplace Situations

Entry requirements

Upon completion of the Pre Training Assessment and identification of 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.

Course duration

The full time course is 12 months, the part time course is 24 months including a 35hr vocational placement

Course details

To achieve a full qualification, a total of 13 units must be successfully completed: 8 core units and 5 elective units.

For further information

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