

CHCSS00108

## Career Development Skill Set



### Duration

12 months



### Entry Requirements

Yes



### Delivery

Live MS Teams Class or RPL



### Accreditation

This is a nationally recognised skill set

This skill set is focused specifically on the skills needed to provide programs and services to help people develop a career pathway, locate and secure their ideal job.

While it is not currently mandatory to hold qualifications to provide career development advice, upskilling will ensure; that the knowledge you acquire is both comprehensive and aligned with the latest best practices in the field. This program is particularly tailored for individuals aspiring to excel in career information, transition services, or roles involving career advising within educational, training, school, or transitional work settings.

### Who is this for?

This skill set is for individuals seeking to broaden their skills in career development practice. It has application in areas such as school career advice, VET in Schools work, education and training, youth work or human resources.

### What You'll Learn

When you finish this course, you'll be able to:

- Provide support to people in career transition
- Conduct career guidance interviews
- Develop and maintain networks and collaborative partnerships
- Deliver services consistent with a career development framework
- Analyse and apply information that supports employment and career development

## Career Opportunities

This course is designed for people who are, or wish to become:

- School Industry liaison officer
- Career advisor
- Career Development Practitioner
- Career educator
- Career counsellor
- Performance management consultant
- Rehabilitation consultant
- Human resources officer
- Work experience coordinator
- Employment services advisor
- Career coach
- Youth worker

## Entry Requirements

This skill set has been endorsed by industry as suitable for individuals who:

- hold a professional or vocational qualification at Certificate III level or higher in a career development related discipline  
OR
- have skills equivalent to the qualification requirement validated through a recognition of prior learning process.

## Delivery Options

Check each course option below as not all delivery options apply.

### 1. Live Class

- i) Group workshop with a trainer to support and guide you through activities. Ask us for scheduled course dates at locations convenient to you.
- ii) We can also come to your workplace and deliver a customised program to meet your workplace needs (Minimum numbers apply. Contact us to discuss your particular needs).

### 2. Blended Learning

This is a flexible and efficient way to complete your qualification. It may include live classes, online study, self-paced activities and webinars.

### 3. Online

The entire course is offered electronically through our Learning Management System.

### 4. Recognition of Prior Learning

Recognition of Prior Learning is the process that is used to recognise the skills and knowledge you have acquired through personal and work experience - the "University of Life". The evidence you provide is matched to a complete qualification where possible or alternatively, to part of a qualification. A successful RPL application means that you could receive certification without further study or may be able to fast track through a qualification. Please contact us to organise an individual assessment of your current knowledge and skills.

## Duration

You have 12 months from course commencement to complete this skill set.

## Course Outline

To complete this skill set you must demonstrate competency in a total of 6 core units.

Units of Competency		
CHCCOM002	Use communication to build relationships	Core
CHCECD001	Analyse and apply information that supports employment and career development	Core
CHCECD008	Deliver services consistent with a career development framework	Core
CHCECD009	Conduct career guidance interviews	Core
CHCECD010	Provide support to people in career transition	Core
CHCLEG001	Work legally and ethically	Core

## Course Materials

Your learning resources will include:

- Training Manual
- Resource Library containing document templates, samples, fact sheets and explainer videos
- Access to live and recorded webinars and online discussion forums
- Access to our Learning Management System

You will also be able to access our “Homework Club”, tutorials and individual support calls.



## Technology Requirements

During your studies, you will need access to the following:

- Computer with compatible operating system (Windows 8 or higher, Mac)
- Printer, scanner and phone
- Current web browser (Chrome, Safari or Firefox)
- Email address and stable Internet connection access (with a reliable speed of at least 5mbps)
- Microsoft Office - including Word, Excel and PowerPoint
- Adobe reader

## Assessment

Assessment is a combination of:

- Knowledge questions
- Case studies and Projects
- Practical Activities

## Further Training Options

If you successfully complete this skill set, you could continue your studies in higher level adult education qualifications such as:

CHC41215 Certificate IV in Career Development

TAE40116 Certificate IV in Training and Assessment

## Fee Information

Please see our full [Fee Schedule](#) for information about unit costs (where applicable), RPL fees and Refund Policy.