

## CHC41215

### Certificate IV in Career Development



#### Duration

Daily 3hr Zoom sessions - Mon to Fri, including evening classes plus self-paced activities



#### Entry Requirements

Yes



#### Delivery

Online (including trainer support), Live Class, Blended learning or RPL



#### Accreditation

This is a nationally recognised qualification

This qualification is explicitly focused on learning how to provide the programs and support to help people develop a career pathway and seek and secure their ideal job.

This qualification reflects career information and transition services roles within education, training, school or industry transition work environments. The content is aligned with the **Australian Blueprint for Career Development**, which its core, identifies the skills, attitudes and knowledge that individuals need to make sound choices and to effectively manage their careers.

We are proud members of the **Career Development Association of Australia (CDAA)**. It enables us to stay connected with a cross-sectoral community of career development professionals, maintain currency and meet the evolving needs of the industry and clients.

#### Who is this for?

CHC41215 Certificate IV in Career Development is for aspiring and existing career advisors and transitional services staff who want to obtain a formal qualification through learning and assessment or RPL and gap training.

#### 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 a:

- 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

Approved participants in the RPL Program must have evidence of current or recent knowledge, skills and experience in a career development field.

## 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 qualification.

## Course Outline

To complete this qualification you must demonstrate competency in a total of 13 units. Eight of these units are core combined with 5 electives which have been “streamed” for specialist applications in Business, Training and Assessment and Personal Empowerment.

Other electives are available however they may incur an additional cost and enrolment must be approved by Blueprint.

| Units of Competency |   | Core/ Elective |
|---------------------|---|----------------|
| CHCCOM002           | Use communication to build relationships                                      | Core           |
| CHCDIV001           | Work with diverse people  | 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           |
| CHCPRP001           | Develop and maintain networks and collaborative partnerships                  | Core           |

| Career Development Stream |  | Core/ Elective |
|---------------------------|--|----------------|
| NAT10860001               | Develop emotional intelligence                   | Elective       |
| NAT10860002               | Develop somatic awareness                        | Elective       |
| BSBCMM412                 | Lead difficult conversations                     | Elective       |
| CHCPRP003                 | Reflect on and improve own professional practice | Elective       |
| BSBPEF101                 | Plan and prepare for work readiness              | Elective       |



## Course Materials

Your learning resources will include:

- Training Manual
- Resource Library containing document templates, samples, fact sheets and explainer videos
- Access to TrueBlue HQ (simulated business)
- 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 qualification you could continue your studies in higher level adult education qualifications within the VET or university sectors.

## Fee Information

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