



**Edmund Rice Education Australia Flexible Learning
Centre Network
Provider Number: 31330
CHC42108 Certificate IV in Career Development
Course Information**

24 hours of practical, engaging, interactive activities with constant application to your own work situation.

You will learn:

- ✓ Why good Career Development gives students a reason to engage with their schooling
- ✓ Why you don't need to reinvent the wheel! Time saving tools to help you plan and implement great programs
- ✓ Career theories as they relate to real people and real situations
- ✓ Communication Skills for Counselling and SET Planning
- ✓ Working with people from culturally and linguistically diverse backgrounds
- ✓ Professional Standards for Australian Career Development Practitioners and how that applies to the work you do.
- ✓ How to develop and improve your skills so you can feel confident about effectively implementing the SET planning process or other career programs with students

DATE and TIME:

LOCATION:

FACILITATOR:

COST: \$1000.00 per participant, includes morning teas and lunches

REGISTRATIONS CLOSE _____



Units of Competency in course

- CHCCAR501B-Conduct career guidance interview
- CHCCDP401B-Deliver service consistent with a career development framework
- CHCCCDP402B-Assist clients to plan and access career pathways
- CHCCDP403B-Analyse and apply education and training information
- CHCCCS407B-Operate referral procedures
- CHCES411A-Collect analyse and apply labour market information
- CHCNET404A-Facilitate links with other services
- CHCCS400A-Work within a relevant legal and ethical framework
- CHCCS411A-Work effectively in the community sector
- CHCORG405C-Maintain an effective work environment
- HLTOHS300A-Contribute to OHS process
- TAADEL301C-Provide training through instruction and demonstration of work skills
- TAADEL402B-Facilitate group based learning
- TAADEL403B-Facilitate individual learning
- CHCCOM403A-Use targeted communication skills to build relationships
- HLTHIR403B-Work effectively with culturally diverse clients and co-workers

Recognition of Prior Learning (RPL)

It is recognised that participants may already hold teaching qualifications, teacher registration and in some cases vocational qualifications and may have been practicing teachers for a period of time. Some participants may have been involved in the provision of support to students in planning careers and/or assisting students in locating further training options for some time, some may be new to career planning and some may be new to teaching.

Recognition is available for identified units of competency from **CH42108 Certificate IV in Career Development as follows:**

- On presentation of a **Portfolio of documents**, including an **RPL application** and **Document listing:**
 - a. **CHCCS400A** - Work within a relevant legal and ethical framework.
 - b. **CHCCS411A** -Work effectively within the community sector (partial RPL).
 - c. **CHCORG405C** - Maintain an effective work environment.
 - d. **HLTOHS300A** - Contribute to OHS process.
- On presentation of a **third party report** from Principal, Head of Department or other suitable person;
 - a. **TAADEL301C** - Provide training through instruction and demonstration of work skills
 - b. **TAADEL402B** - Facilitate group-based learning
 - c. **TAADEL403B** - Facilitate individual learning
 - d. **CHCCOM403A** – Use targeted communication skills to build relationships
 - e. **HLTHIR403B** – Work effectively with culturally diverse clients and co-workers (partial RPL).

On presentation of the **portfolio** and **third party report**, participants will be **interviewed** and questioned by the facilitator and informed if any further evidence of skills, knowledge or experience is required. Attendance at the workshop will enable participants to gain the additional seven units of competency to complete the qualification.

In addition to the above, if the teacher is a practicing Guidance Officer/Careers Counsellor, they may negotiate Recognition of Prior Learning for other competencies such as CHCCAR501B - Conduct Career Guidance Interview.

Recognition of other Qualifications

If you have already commenced a course with another provider you can obtain credit transfer of units of competency already completed. A Statement of Attainment or Certificate must be provided as documentary evidence.

If you have obtained equivalence in a particular unit of competency in another certificate, then you may cross credit this unit. Documentary evidence, i.e. copy of the assessment instrument/s of competency needs to be submitted.

Assessment

- **Portfolio of documents (prepared prior to the workshop)**
- **Third party report (prepared prior to the workshop)**
- Short written responses
- Peer Tutoring
- Observation
- Portfolio of labour market information
- Resource development
- Case studies

On your return to school it may be necessary to undertake or complete further assessment tasks.

Welfare and Guidance Services

The facilitator is able to direct clients to appropriate welfare and guidance support if required and to explain the career pathways available to people who qualify for the Certificate IV in Career Development.

Clients, who for personal or extenuating circumstances, cannot complete the course as outlined, should contact the facilitator to arrange for alternative times or modes of delivery.

Disciplinary Procedures

Clients will be informed of the Code of Conduct and will be given an opportunity to discuss any appeals with the facilitator and be made aware of the appeals process.

Registration

- Email training@erefic.org.au and advise that you are intending to register – include in this email which course as we run several different ones.
- Fill in the attached registration form. Please note that the registration form is also your Tax Invoice so please **copy for your records and accounts department**. Once processed please mail to the address as listed on the form to secure your place. Answers to the “Workshop” questions will enable us to ascertain your training needs and expectations.
- Please note that the information asked for is to enable us to use AVETMISS compliance software therefore accuracy and all details are essential.
- Please follow up on payment process

What to bring to the workshop

- Portfolio of documents, RPL application and document listing
- Third party report
- Feel free to bring your own Laptop
- Note taking material

Refund Policy

- The full non-refundable fee for the course will be payable 2 weeks before the commencement.
- If a refund is requested 5 days before the course commences, a full refund, less a 20% administration fee, will be given.
- If a refund is requested less than 5 days before the course commences, 50% of the fee will be refunded, less the administration fee.
- At the beginning of a course, a suitable substitute participant will be accepted.
- If a student wishes to change their enrolment to another course delivered within 6 months, the fees paid will be transferable to the new course. A second administration fee **will not** be charged.
- Once training has commenced in the course, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship. However, should participants wish to finalise incomplete competencies in a future course, the original fee payment can be used as credit towards that course within 6 months of the initial payment. A student should contact the RTO and discuss this with the Marketing and Administration Assistant.
- Should this RTO cancel the course, participants are entitled to a full refund (or pro-rata adjusted refund) or to transfer the funds to another/future course. In this event, participants will be given their preferred option.

Modification History

V2

- Added list of units of competencies
- Changed the layout of the document

V3

24/11/2010 –

- Added Recognition of other Qualifications
- Added Refund Policy
- Minor formatting changes
- Inserted Footer