

CONTENTS RELATES TO A TRAINING PACKAGE QUALIFICATION AND IS FOR EXAMPLE PURPOSES ONLY

Consultation on course design – renewal of accreditation

1. Purpose of the course	
Propose <u>no change</u> to current purpose, which is:	
This qualification reflects the role of individuals who provide programs and services to individuals and groups of clients and employers to support people in planning their career and/or locating, securing and maintaining suitable employment. They may work in career information and transition services or assist in career advisor roles in education, training, school or transition work environments. They may have limited supervisory responsibilities in contexts such as employment services.	
2. AQF qualification type	
Propose <u>no change</u> to current qualification type, which is:	
Certificate IV	
3. Course title	
Propose <u>no change</u> to current course title, which is:	
Certificate IV in Career Development	
4. Course structure	
Propose <u>change</u> to current structure, significant changes to core units and changes to packaging rules. Superseded units have been replaced with current versions. This proposed course is not equivalent to the previous accredited version of the course.	
To achieve the qualification, CHC41215 - Certificate IV in Career Development the learner must complete 13 units, 8 core and 5 electives from the list below. (Refer to attachment 2 for skills and knowledge addressed in each unit):	
<p>Core Units</p> <p>CHCCOM002 Use communication to build relationships</p> <p>CHCDIV001 Work with diverse people</p> <p>CHCECD001 Analyse and apply information that supports employment and career development</p> <p>CHCECD008 Deliver services consistent with a career development framework</p> <p>CHCECD009 Conduct career guidance interviews</p> <p>CHCECD010 Provide support to people in career transition</p> <p>CHCLEG001 Work legally and ethically</p> <p>CHCPRP001 Develop and maintain networks and collaborative partnerships</p>	<p>Electives</p> <p>CHCADV001 Facilitate the interests and rights of clients</p> <p>CHCCCS004 Assess co-existing needs</p> <p>CHCCCS020 Respond effectively to behaviours of concern</p> <p>CHCDIS004 Communicate using augmentative and alternative communication strategies</p> <p>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</p> <p>CHCEDS016 Support learning for students with disabilities in a classroom environment</p> <p>CHCEDU005 Work with clients to identify financial literacy education needs</p> <p>CHCEDU006 Improve clients' fundamental financial literacy skills</p>

	<p>CHCLLN001 Respond to client language, literacy and numeracy needs</p> <p>CHCMHS001 Work with people with mental health issues</p> <p>CHCPRP004 Promote and represent the service</p> <p>TAEDEL301A Provide work skill instruction</p> <p>TAEDEL401A Plan, organise and deliver group-based learning</p> <p>TAEDEL402A Plan, organise and facilitate learning in the workplace</p>
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5. Unsupervised activities to support the development of skills and knowledge

Supervised training is supplemented by a quantity of unsupervised activities the learner would be expected/required to engage in to consolidate the knowledge and practice their skills to build competence and confidence prior to being assessed.

The AQF specifies a volume of learning (supervised plus unsupervised hours) of between 600 and 2400 for a Certificate IV level qualification.

Propose no change to current activities and time, which is:

Successful completion of this course will require learners to engage in unsupervised activities, including:

- Undertaking self-paced study
- Undertaking assignments
- Conducting training for new staff
- Participate in peer reviews
- Consulting within their organisation and representatives from peak bodies on best practice initiatives within the sector
- Attending forums, professional development.

The time taken to undertake these activities will vary between students based on their experience. On average, the unsupervised activities listed about will equate to 370 – 420 hours.

6&7. Entry requirement

Propose no change to current entry requirements, which are:

There are no mandatory entry requirements for course entrants.

8. Resource requirements

Propose no change to current resource requirements, which are:

Individuals undertaking this course should have access to a suitable workplace to enhance and practice skills and knowledge acquired during training.

9. Delivery modes

Propose no change to current delivery modes, which are:

This course will be delivered 2 days per week face to face, followed by regular tutorials and contact by the assessor.

Units of competency proposed for inclusion in the renewed course.

CHCCOM002 Use communication to build relationships	CHCDIV001 Work with diverse people
<p>This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust.</p> <p>This unit applies to work across a range of workplace contexts where workers at all levels may communicate with individuals and/or groups both in person and in writing.</p>	<p>This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.</p> <p>This unit applies to all workers.</p>
CHCECD001 Analyse and apply information that supports employment and career development	CHCECD008 Deliver services consistent with a career development framework
<p>This unit describes the skills and knowledge required to access, interpret and use information about employment, education, training and the labour market in Australia.</p> <p>This unit applies to individuals working in employment services, career development, workforce planning and other environments. Information may be used to support individual job seekers, employees, employers or internal and external clients depending on the job role.</p>	<p>This unit describes the skills and knowledge required to use the key principles and practices of the Australian career development framework as established in the Australian Blueprint for Career Development.</p> <p>This unit applies to individuals working in career development or a career related field.</p>
CHCECD009 Conduct career guidance interviews	CHCECD010 Provide support to people in career transition
<p>This unit describes the skills and knowledge required to assist clients identify their career aspirations and develop career plans through the effective conduct of career interviews.</p> <p>This unit applies to individuals working in career development or a career related field.</p>	<p>This unit describes the knowledge and skills required to work with clients in career transition to collaboratively implement and monitor a career action plan and to evaluate their satisfaction with the support services provided.</p> <p>This unit applies to individuals working in career development or a career related field.</p>