



## CHC70308 Graduate Certificate in Career Development Practice

### Course outline

<b>ANIBT course number</b>	VGCCDP_CHC70308
<b>Cricos course code</b>	n/a
<b>Course type</b>	Available as flexible blended delivery
<b>Location</b>	<b>Melbourne</b>
<b>Course duration</b>	Up to 12 months
<b>Nominal Study hours</b>	450 hours
<b>Qualification level</b>	Graduate Certificate
<b>Nationally recognised</b>	Yes

### Course overview

An increasing range of opportunities exist in industry for suitably qualified Career Development Practitioners. From the commencement of 2012, the Career Industry Council of Australia (CICA) expects that all Career Development Practitioners will be accredited. This course is the minimum requirement for accreditation at the Professional level. The Association of Career Professionals International (Australian Chapter) regards this qualification as a minimum for Professional membership and for private practice.

This nationally recognised qualification prepares practitioners for a wide range of work settings. The Course is structured to provide core competencies with electives which allow the learning to focus more closely on workplace requirements and specialties.

This program prepares people to deliver a range of high quality career development services. Building upon prior learning and experience it also prepares practitioners who are in leadership positions. Advanced skill development and flexible programming will enable practitioners to deepen their understanding of career entry, career transition and career management as the centre of effective talent and performance management.

This qualification is appropriate for workers already holding a relevant professional or vocational qualification for application in areas such as School Career Advice, VET in Schools work, Human Resources, Education and Training, Rehabilitation and Work Place Assistance, Employment Services and in other industry specialist roles. The Graduate Certificate course prepares practitioners for leadership roles within effective organizations or within their own private practice.

***If you are looking to work with a broad range of clients in the provision of career advice and planning services, then this will be a suitable qualification to undertake.***

## Program outline

### Subjects

The Vocational Graduate Certificate in Career Development Practice qualification offered by ANIBT consists of 7 units of competency which are made up of 4 core units and 3 elective units.

#### Core units:

<i>Unit Code</i>	<i>Unit Name</i>
BSBLED707A	Establish Career Development Services
CHCCS805B	Undertake Professional Reflection
CHCCDP701A	Manage Quality in Career Development Practice
BSBLED708A	Conduct a Career Development Session

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#### Elective units:

<i>Unit Code</i>	<i>Unit Name</i>
BSBLED709A	Identify and Communicate Trends in Career Development
CHCCSL502A	Apply Specialist Interpersonal Skills and Counselling Interview Skills
CHCCS400C	Work within a relevant legal and ethical framework

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### Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Presentations

## **Entry requirements**

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For the Graduate Certificate program it is expected that participants will have completed the Certificate IV in Career Development OR have completed relevant undergraduate study OR can demonstrate the equivalent of 5 years of work in career development.

### English Language Proficiency

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, a learner with English as a second language should have one of the following test scores:

Test	IELTS	PTE Ac	TOEFL iBT	TOEFL PBT	Cambridge
<i>Score</i>	5.5	42	46	527	B2 – 160-179

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student's country of birth was English or if English has been the language spoken in the student's home.

Domestic students who do not provide a satisfactory score from an English test will be interviewed to ascertain their language, literacy and numeracy (LLN) skills and must have to do an LLN test at ANIBT.

All students must complete a Language, Literacy and Numeracy test at ANIBT as part of the enrolment process.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

### **Note: ANIBT may establish student's English language proficiency appropriateness' level if:**

- The student has completed 1-year study which is taught in English
- The student has successfully completed ELICOS course and the level is equivalent to IELTS 5.5
- The student passes ANCE English assessment test, under supervision by ANIBT or ANIBT representative agents (does not apply to offshore direct-application).

## **Course completion**

Upon successful completion of this course, you will receive a nationally recognised qualification **CHC70308 Graduate Certificate in Career Development Practice** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).

## Course availability

ANIBT's blended delivery programs are co-ordinated by an accredited Career Development Practitioner and are delivered on a regular basis throughout the year. Learning and delivery modes include:

- Classroom based face to face interactive introduction
- Guided research and application tasks that identify and incorporate best practice
- Computer Generated learning and support
- Simulation and supervised practice
- Optional classroom based workshops

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

## Future pathways

After successful completion of your Graduate Certificate in Career Development Practice, you will have many other study options available to you. These may include entry into programs within Higher Education including Masters Programs.

## Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

## Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

## Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.