


## CHC41215 CERTIFICATE IV IN CAREER DEVELOPMENT

### ABOUT THE COURSE

Imagine being the guiding star for individuals and groups, helping them chart their career paths and find that perfect fit!  You may work in a variety of work settings in employment, education, training, school or any number of transition work environments.

Whether it's offering career advice, facilitating transitions, or supporting people into employment, you're making a positive impact.

This qualification reflects the role of individuals who provide programs & services to individuals & groups of clients & employers to support people in planning their career &/or locating, securing & maintaining suitable employment.

They may work in career information & 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.

<b>Number of units</b>	13 in total – 8 Core and 5 Elective
<b>Duration</b>	Up to 18 months from the date of commencement
<b>Delivery method</b>	Online self-paced learning
<b>Tutorials /Assistance</b>	<ul style="list-style-type: none"> <li>• Tutorial sessions - Help is available every Monday 1:00 pm – 2.30 pm (QLD Time) to ask any question of your trainer in the online Tutorial sessions.</li> <li>• One-on-one online sessions for trainer support will be available every Monday as required.</li> <li>• Email and phone support will be available as required.</li> </ul>
<b>Location</b>	Online delivery
<b>Pre-requisites</b>	None
<b>Resources</b>	<p>You will need access to a computer and reliable Wi-Fi for the duration of your course. Students must have access to Microsoft Suite including (Word).</p> <p>Course information material is written and includes some numerical calculations. If you do not hold a Year 12 pass or Certificate level III qualification Worklinks will provide you with a Language, Literacy and Numeracy (LLN) indicator prior to enrolment in the course to assess your ability and any support that may be required including reasonable adjustments where necessary.</p> <p>Unless you are working or volunteering in the sector Worklinks will provide simulated environments that model workplace conditions, as well as equipment, materials and resources used for workplace tasks. The course requires interactions with people with a range of needs and from diverse backgrounds. Students will have access to either real or simulated workplace documents including policies, procedures, regulations, legislation and processes.</p>

## COURSE FEES

<b>Option 1: Pay upfront</b>	<b>Option 2: 4 quarterly payments</b>	<b>Option 3: 12 monthly payments</b>
\$2800 (includes enrolment fee)	4 payments of \$695 over 12 months (plus a \$299 enrolment fee)	12 payments of \$255 over 12 months (plus a \$299 enrolment fee)
<b>Total: \$2800</b>	<b>Total: \$3079</b>	<b>Total: \$3360</b>
This option saves up to \$560 on the monthly payment plans!	This option saves \$281 over the 12-month plan.  <b>All course fees must be paid before certification.</b>	This option provides the best flexible payment options.  <b>All course fees must be paid before certification.</b>

## PAYMENT METHODS

1. Via our website on STRIPE
2. Call us and pay over the phone
3. Pay by Bank transfer

## UNITS

### **Core units:**

CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCECD001	Analyse & apply information that support employment & career development
CHCECD008	Deliver services consistent with a career development framework
CHCECD009	Conduct Career Guidance interviews
CHCECD010	Provide support to people in career transition
CHCLEG001	Work legally & ethically
CHCPRP001	Develop & maintain networks & collaborative partnerships

### **Elective units:**

CHCCCS016	Respond to client needs
BSBPEF402	Develop personal work priorities
CHCECD002	Deliver & monitor contracted employment services
CHCECD003	Promote job seekers to employers
CHCECD006	Develop & monitor employment plans

## TRAINER & ADMINISTRATION INFORMATION

Sarah Blanche

*Trainer and Assessor*

Ph. (07) 5498 9601 | 0407 620 148

[sarahblanche@worklinks.com.au](mailto:sarahblanche@worklinks.com.au)

Dannika White  
*Training Administration Team*  
Ph. (07) 5498 9601  
[training@worklinks.com.au](mailto:training@worklinks.com.au)

Philip Hurd  
*Training Manager*  
Ph. (07) 5498 9601 | 0402 262 716  
[training@worklinks.com.au](mailto:training@worklinks.com.au)