

CHC41215 CERTIFICATE IV IN CAREER DEVELOPMENT & CHC41115 CERTIFICATE IV IN EMPLOYMENT SERVICES

ABOUT THE COURSES:

Certificate IV in Career Development

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.

Certificate IV in Employment Services

“Picture this: You're the bridge connecting job seekers and employers, armed with specialised knowledge and a heart full of encouragement! Your mission? To help individual job seekers find their dream roles, secure them, and keep that momentum going. And those employers? You're their secret weapon for building dream teams! 🚀”

This qualification will help you build the skills to apply specialised knowledge to support individual job seekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs.

Number of units	CHC41115 Certificate IV in Employment Services 14 in total – 9 Core and 5 Elective CHC41215 Certificate IV in Career Development 13 in total – 8 Core and 5 Elective Note that 13 units are identical to both qualifications.
Duration	Up to 18 months from the date of commencement.
Delivery method	Online self-paced learning. Each unit of work is accompanied by pre-recorded webinars to guide you through each of the assessments.
Tutorials /Assistance	<ul style="list-style-type: none"> • 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 • One-on-one online sessions for trainer support will be available every Monday as required • Email and phone support will be available as required.
Location	Online delivery
Pre-requisites	None
Resources	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>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>
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COURSE FEES

Option 1 – Pay upfront	Option 2 – 12 monthly payments
<p>\$3500 (includes enrolment fee) which is to be paid over 2 installments.</p> <p>The first payment of \$1500 is due at the time of enrolment.</p> <p>The second payment of \$2000 is due within 14 days of course commencement.</p>	<p>12 payments of \$296 over 12 months (plus a \$299 enrolment fee).</p>
Total: \$3500	Total: \$3851
<p>This option saves up to \$351 on the monthly payment plans!</p>	<p>This option provides the best flexible payment options.</p> <p><i>The total course fee must be paid before certification.</i></p>

Payment methods:

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

UNITS

Unit Code	Unit Description	CHC41215 Certificate IV in Career Development	CHC41115 Certificate IV in Employment Services
CHCECD009	Conduct career guidance interviews	Core Unit	Elective Unit
CHCECD010	Provide support to people in career transition	Core Unit	Elective Unit
CHCECD008	Deliver services consistent with a career development framework	Core Unit	Elective Unit
CHCECD001	Analyse and apply information that supports employment and career development	Core Unit	Core Unit
CHCCCS016	Respond to client needs	Elective Unit	Core Unit
CHCPRP001	Develop and maintain networks and collaborative partnerships	Core Unit	Core Unit
CHCDIV001	Work with diverse people	Core Unit	Core Unit
CHCECD005	Deliver employment services to employers	-	Elective Unit
CHCCOM002	Use communication to build relationships	Core Unit	Core Unit
CHCLEG001	Work legally and ethically	Core Unit	Core Unit
BSBPEF402	Develop personal work priorities	Elective Unit	Elective Unit
CHCECD002	Deliver and monitor contracted employment services	Elective Unit	Core Unit
CHCECD003	Promote jobseekers to employers	Elective Unit	Core Unit
CHCECD006	Develop and monitor employment plans	Elective Unit	Core Unit

**Note that 13 units are identical to both qualifications.*

TRAINER & ADMINISTRATOR INFORMATION

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