



Australian Government

Department of Education, Employment and Workplace Relations

CHC42112 Certificate IV in Career Development

Release: 1

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Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC42108 Certificate IV in Career Development	CHC42112 Certificate IV in Career Development	upgrade core WHS units

Description

This qualification covers workers who provide a range of programs and services to individuals and groups of clients and employers to support them in planning their career and/or locating, securing and maintaining suitable employment.

Workers at this level:

- Need an understanding of access and equity issues including cultural diversity, Aboriginal and/or Torres Strait Islander and disability issues and to work with local communities in the provision of services
- May have limited supervisory responsibilities (e.g. in employment services context).

Work at this level may include, for example:

- Work in career information and transition services
- Assisting in career adviser roles in education, training, school or transition work environments.

Occupational titles may include, for example:

- Career information officer
- Career and transition services coordinator

This qualification may also be appropriate for workers already holding a relevant professional or vocational qualification for application in areas such as:

- School career advice and VET in Schools work
- Human resources, education and training and industry specialisation.

In addition, a recommended skill set is identified for such individuals as an introduction to career development work.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

16 units of competency are required for this qualification, including:

- 11 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are required for work in career development at this level
- Group B elective which is recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on TGA or other public listing

Core units

CHCCAR501C Conduct career guidance interview

CHCCDP401B Deliver service consistent with a career development framework

CHCCDP402B Assist clients to plan and access career pathways

CHCCDP403B Analyse and apply education and training information

CHCCS407C Operate referral procedures

CHCCS411C Work effectively in the community sector

CHCES411A Collect, analyse and apply labour market information

CHCNET404B Facilitate links with other services

CHCORG405E Maintain an effective work environment

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTWHS300A Contribute to WHS processes

Group A electives - required for work in career development at this level

The following units or units with equivalent competency outcomes are required for work in career development at this level.

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400C Work within a relevant legal and ethical framework

The importance of culturally aware and respectful practice

All workers undertaking career development work need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group B elective - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander clients or communities, the following elective is recommended:

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with specified Packaging Rules. Employers may specify that certain electives are required to address specific workplace needs.

CHCAD401D Advocate for clients

CHCCDP501B Liaise with employers to promote flexible work arrangements

CHCCM401D Undertake case management

CHCCM402E Establish and monitor a case plan

CHCCM404A Undertake case management for clients with complex needs

CHCCS416B Assess and provide services for clients with complex needs

CHCCW503A Work intensively with clients

CHCES305B Monitor Australian Apprenticeships arrangements

CHCES311B Work effectively in employment services

CHCES402C Deliver Australian Apprenticeships services

CHCES404B Promote clients to employers

CHCES413A Develop and monitor employment plans with clients

CHCES415A Monitor and improve contracted employment services

CHCES416A Plan and provide job search support

CHCCS427B Facilitate adult learning and development

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCNET402B Establish and maintain effective networks

CHCORG529B Provide coaching and motivation

TAEDEL301A Provide work skill instruction

TAEDEL401A Plan, organise and deliver group-based learning

Working with people with disabilities

CHCDIS408D Support people with disabilities as workers

CHCDIS411A Communicate using augmentative and alternative communication strategies

CHCDIS509E Maximise participation in work by people with disabilities

CHCEDS330B Support learning for students with disabilities in a classroom environment

CHCMH411A Work with people with mental health issues

HLTCSD306D Respond effectively to difficult or challenging behaviour

TAEDEL301A Provide work skill instruction

TAEDEL402A Plan, organise and facilitate learning in the workplace

Financial literacy education electives

CHCFLE301A Work with clients needing financial literacy education

CHCFLE302A Educate clients in fundamental financial literacy skills

CHCFLE303A Educate clients to understand debt and consumer credit

Oral health

CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health

CHCOHC402A Support clients and groups to learn practical aspects of oral health care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues