

Certificate IV in Career Development CHC41215

Face-to-face at the Cairnmillar Institute, Hawthorn Campus
December 2018 – January 2019 Summer School

Course Information

This course is targeted at learners who wish to enhance their skills in careers development and assessment with a focus on diversity and education. Learners will develop knowledge on how to provide programs and services to individuals, groups of clients and employers, to support clients in planning their career or locating, securing and maintaining suitable employment or progression.

This course will benefit individuals who work in human resources, people whose role involve professional and career mentoring, as well as psychologists or counsellors working as Career Advisors, Employment Consultants (Disability/Job Active), and Labour Market Research, in Employee Assistance Programs and careers development in the workplace.

Learners may have had previous training or careers prior to studying career development or may be existing higher education students, intern psychologists or other junior professionals. They may already deliver careers related assessments, including licenced psychological tests and educational tools. These learners will further develop the skills needed to provide immediate support and development for client's career development needs as well as better identify and assist clients in their career goals.

Modules and Units

Core units

CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCECD001	Analyse and apply information that supports employment and 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 and ethically
CHCPRP001	Develop and maintain networks and collaborative partnerships

Elective units

CHCPRP004	Promote and represent the service
CHCCCS020	Respond effectively to behaviours of concern
CHCDIS004	Communicate using augmentative and alternative communication strategies
CHCMHS001	Work with people with mental health issues
CHCADV001	Facilitate the interests and rights of clients

This course is a nationally recognised vocational training qualification.



Location and Delivery

The course is taught through face-to-face classes at the Cairnmillar Institute Hawthorn Campus, 391-393 Tooronga Road. Supporting materials and assessments are available online via our customised Canvas learning platform.

The Summer course is delivered over two terms. The course takes 10 weeks complete in total, of which 7 weeks are active teaching and assessment weeks, 1 week of assessment and feedback activity, and 2 weeks break.

Classes will be held from 9:00am to 5:00pm, with scheduled breaks through the day. Classes start on 3 December 2018 and all classes and feedback sessions will be completed by 8 February 2019.

The first term is three weeks (3 December to 20 December) and the second term is five weeks from 9 January to 8 February. The 3+5 week structure is to allow for the public holidays over the festive season.

Week 1	Monday 3 rd December 2018	Tuesday 4 th December 2018
Week 2	Wednesday 12 th December 2018	Thursday 13 th December 2018
Week 3	Wednesday 19 th December 2018	Thursday 20 th December 2018
Week 4	Wednesday 9 th January 2019	Thursday 10 th January 2018
Week 5	Wednesday 16 th January 2019	Thursday 17 th January 2018
Week 6	Wednesday 23 rd January 2019	Thursday 24 th January 2018
Week 7	Wednesday 30 th January 2019	Thursday 31 st January 2018

If you are granted extensions, special consideration, or additional reassessments then the course can take longer than 10 weeks. We allow up-to six months for all units of competency to be satisfactorily completed.

Entry Requirements

Entrants will normally have completed a higher education degree in psychology or a similar discipline. If you do not have a degree, then you should normally have completed at least year 12.

It is also recommended that all learners have confidence using computers and online tools, as well as access to a laptop or home computer for research tasks.

When you apply to enrol, you must complete the [online enrolment form](#) and supply the following documents with your online application:

- Evidence of highest qualification (e.g. academic transcript or ATAR documentation)
- A short written statement (500 words) about why you want to study this course
- Evidence of identity and citizenship status (e.g. passport)

The Program Coordinator can vary these entry standards where they have evidence that the student has equivalent learning and comprehension skills sufficient for the course. If you are unsure about your suitability or eligibility for this program, please contact applications@cairnmillar.edu.au to discuss your specific situation in more detail.

Assessments and Due Dates

The course or program leader can vary these entry standards where they have evidence that the student has equivalent learning and comprehension skills sufficient for the course. If you are unsure about your suitability or eligibility for this program, please contact applications@cairmillar.edu.au to discuss your specific situation in more detail.

Each unit of competency has an assessment workbook to help you complete all of the required tasks and evidence for the unit. You may be required to complete workplace observations, in class activities, in class tests, or other scheduled activity which will be detailed in your unit workbooks. Your teacher will talk through these activities with you on the first day of each term.

You have until the end of your enrolment period to finish and submit all of your workbooks for that term, but many activities are completed in class or at suggested times to help keep you on track with your learning. **Normally you will submit your hardcopy workbooks at Hawthorn Campus Reception, but you can also scan your workbook and submit them online through Canvas.**

Information about extensions, special considerations and alternative assessments can be found in your VET Student Handbook.

Completed workbooks are due as follows:

Unit Code	Unit Title	Due Date
Term 1.1		
CHCLEG001	Work legally and ethically	13 December 2018
CHCCOM002	Use communication to build relationships	13 December 2018
CHCECD009	Conduct career guidance interviews	13 December 2018
Term 1.2		
CHCECD010	Provide support to people in career transition	10 January 2019
CHCECD008	Deliver services consistent with a career development framework	10 January 2019
CHCMHS001	Work with people with mental health issues	10 January 2019
CHCADV001	Facilitate the interests and rights of clients	10 January 2019
Term 2.1		
CHCDIS004	Communicate using augmentative and alternative communication strategies	24 January 2019
CHCCCS020	Respond effectively to behaviours of concern	24 January 2019
CHCPRP001	Develop and maintain networks and collaborative partnerships	24 January 2019
Term 2.2		
CHCDIV001	Work with diverse people	1 February 2019
CHCPRP004	Promote and represent the service	1 February 2019
CHCECD001	Analyse and apply information that supports employment and career development	1 February 2019

Contacts and Teachers

- Program Coordinator: Sue Rollnik (sue.rollnik@cairmillar.edu.au)
- Lead Teacher: Jill Nobel (jill.nobel@cairmillar.edu.au)
- Admin and enrolment: Lana Winzar (shortcourses@cairmillar.org.au)

Resources

You will be provided with the following materials as part of your course:

- Unit workbooks, printed copies will be distributed in class
- Student Portal (Canvas) access for extra supporting materials, videos, and additional resources
- Printouts, practice sheets and reading materials, provided in class for required materials

Always bring your workbooks to class. You will also need pens and pencils, and are encouraged to bring your laptop or tablet if you have one. Computers are available on-site for research tasks, but it is best if you have access to your own home computer as well.

Important Links

Student Learning Portal (Canvas): <https://cairmillar.instructure.com/>

VET Student Handbook: [Course Handbook](#)

Tuition Fees

Tuition fees are paid on a term-by-term basis.

Module Code	Teaching Period	Standard Fee	Student Discount	Fees Due Date	Withdrawal Date
CHC41215M1 - CHCECD010 - CHCLEG001 - CHCCOM002	Summer Term 1	\$800	\$400	30 November 2018	13 December 2018
CHC41215M2 - CHCDIV001 - CHCCCS020 - CHCECD008 - CHCMHS001	Summer Term 1	\$800	\$400	30 November 2018	13 December 2018
CHC41215M3 - CHCDIS004 - CHCECD001 - CHCECD009 - CHCADV001	Summer Term 2	\$800	\$400	4 January 2019	17 January 2019
CHC41215M4 - CHCPRP001 - CHCPRP004	Summer Term 2	\$800	\$400	4 January 2019	17 January 2019
Total Course Cost		\$3,200	\$1,600		*13 December 2018

*You need to withdraw by the first withdrawal date in order to pay no fees for this course, if you withdraw after the first withdrawal date only units for future terms will be refunded and removed from your record.

Student Discount: Cairnmillar Alumni and current students get a 50% discount.

Please refer to the VET Student [Course Handbook](#) for more information on Tuition Fee Payments and Course Withdrawals.

Re-assessment Fees

You will normally be eligible for at least two attempts at any assessment in this course. Reattempts will normally be submitted during the feedback and assessment week at the end of the enrolment term.

If you need further attempts, then a re-assessment fee of \$100 per assessment workbook may apply unless Special Consideration is approved for the re-attempt.

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RTO: 45267
