



Certificate IV in Career Development
Course Information Handbook

CHC41215

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Welcome to The Cairnmillar Institute

This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with our VET Student Handbook, Policies and Procedures.

These resources provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish you an enjoyable and rewarding professional experience.



Professor Kathryn von Treuer
CEO and Provost



The Cairnmillar Institute

The vision of the Cairnmillar Institute is to be globally recognised as a centre for psychological treatment, higher education, community education and research in the fields of Psychology, Counselling and Psychotherapy. The Institute is an Australian Health Promotion Charity and non-profit body, as well as a Registered Training Organisation (RTO) that provides Nationally Recognised Training (NRT). This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.



As one of our VET students you will receive all the benefits of our higher education and professional training history. You will be taught practical skills by practicing psychologists and professionals, and have access to specially designed and selected learning materials created by experienced learning designers and academics.

Our aim is to offer relevant programs and services tailored to our professional and client community needs. The service growth and regional reach of Cairnmillar is underpinned by our values of respect, integrity and professionalism and a focus on quality and standards. Connection with business partners and community, and a focus on quality is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of research that informs community in practice, and education.

Certificate IV in Career Development

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

Entry Requirements

Entrants will normally be 18 years of age or older, must be proficient in English and technologically literate, with sound ability using computers and online tools, as well as access to a laptop or home computer for research tasks.

Applicants must complete the online enrolment form through the VET applications portal, and:

- Satisfy academic suitability, by meeting **one** of the following:
 - Provide a copy of your Year 12 certificate from a recognised state or territory authority (not your school), OR
 - Hold a Certificate IV or higher qualification (delivered in English), OR
 - Complete a Language, Literacy and Numeracy (LLN) assessment - this will be provided during your application process.
- Provide a short-written statement (500 words) about why you want to study this course.
- Submit evidence of identity and citizenship status (e.g. passport or birth certificate).

Suitable applications may be invited to attend a 10-minute Study Readiness phone interview with members of the VET team. This interview also provides students the opportunity to discuss any questions they have about the proposed course of study, ensuring their goals for the subject are met.

If you are unsure about your suitability or eligibility for this program, please contact pd@cairnmillar.edu.au to discuss your specific situation in more detail.

Please note: Cairnmillar's courses are subject to minimum and maximum group numbers. Courses may be cancelled or postponed if minimum numbers are not achieved by the start date of the course. Courses may close prior to the start date if the maximum numbers are reached. In that situation, eligible applicants will be offered a place in the next available intake.

Enrolment Dates

Applications for enrolment will normally close two weeks before the start of teaching, or when the course is full, whichever is sooner. Applications for enrolment are processed through our [Online Application Portal](#).

Once you have submitted the form to enrol in the course, your eligibility for entry will be assessed and you will be sent a formal enrolment acceptance notice, this notice will confirm that you are enrolled in all units and terms as detailed in this Course Handbook. You will have 10 working days to respond to your enrolment acceptance notice and can withdraw from the course without penalty during that time or any time prior to the first 'withdrawal date', whichever is later.

Duration of the Course

The course takes 6 months to complete in total and meets the requirements of a part-time program.

Graduate Learning Outcomes

The Certificate IV in Career Development prepares graduates with the skills and knowledge necessary to support people in planning their career and/or locating, securing and maintaining suitable employment. Upon completion, graduates will be equipped to:

- Support people in career transitions.
- Conduct career guidance interviews.
- Develop and maintaining networks and partnerships.
- Deliver services in line with a career development framework.
- Analyze and apply information to support employment and career development.

Career Opportunities

Students who successfully complete this course will be able to provide programs and services to individuals and groups of clients and employers to support people in planning their career and/or locating, securing and maintaining suitable employment. They may work in career information and 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.

The addition of the skills and competencies in the Certificate IV in Career Development will allow clinicians, teachers, and other professionals to provide immediate support and development for client's career development needs as well as better identify and assist clients

in their career goals. A Certificate IV in Career Development may be suitable for a student or graduate of the Graduate Diploma of Psychology, or similar, who wants to apply their psychological skills in an alternative career context such as careers counselling and development.

Professional Recognition

At the time of publication, accreditation for this course has not yet been pursued.

Course Structure & Nominal Hours

Course Details: 13 core units and 4 electives.

Year	Term	Unit Code	Unit Title	Nominal Hours
1	1	CHCCOM002	Use communication to build relationships	55
1	1	CCHCECD009	Conduct career guidance interviews	70
1	1	CHCLEG001	Work legally and ethically	55
1	2	CHCECD008	Deliver services consistent with a career development framework	70
1	2	CHCECD010	Provide support to people in career transition	100
1	2	CHCADV001	Facilitate the interests and rights of clients	100
1	2	CHCMHS001	Work with people with mental health issues	80
1	3	CHCCCS020	Respond effectively to behaviours of concern	20
1	3	CHCDIS004	Communicate using augmentative and alternative communication strategies	60
1	3	CHCPRP001	Develop and maintain networks and collaborative partnerships	80
1	4	CHCDIV001	Work with diverse people	40
1	4	CHCECD001	Analyse and apply information that supports employment and career development	65
1	4	CHCPRP004	Promote and represent the service	90

Coursework Units

Each of the units of study are detailed below. Please note students must pass all units before being eligible to graduate.

- CHCCOM002 Use communication to build relationships

This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust.

This unit applies to work across a range of workplace contexts where workers at all levels may communicate with individuals and/or groups both in person and in writing.

- CHCDIV001 Work with diverse people

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

This unit applies to all workers.

- CHCECD001 Analyse and apply information that supports employment and career development

This unit describes the skills and knowledge required to access, interpret and use information about employment, education, training and the labour market in Australia.

This unit applies to individuals working in employment services, career development, workforce planning and other environments. Information may be used to support individual job seekers, employees, employers or internal and external clients depending on the job role.

- CHCECD008 Deliver services consistent with a career development framework

This unit describes the skills and knowledge required to use the key principles and practices of the Australian career development framework as established in the Australian Blueprint for Career Development.

This unit applies to individuals working in career development or a career related field.

- CHCECD009 Conduct career guidance interviews

This unit describes the skills and knowledge required to assist clients identify their career aspirations and develop career plans through the effective conduct of career interviews.

This unit applies to individuals working in career development or a career related field.

- CHCECD010 Provide support to people in career transition

This unit describes the knowledge and skills required to work with clients in career transition to collaboratively implement and monitor a career action plan and to evaluate their satisfaction with the support services provided.

This unit applies to individuals working in career development or a career related field.

- CHCLEG001 Work legally and ethically

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

- CHCPRP001 Develop and maintain networks and collaborative partnerships

This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal partnerships to enhance service delivery and improve professional practice.

This unit applies to work in all industry sectors, and to individuals who take pro-active responsibility for improving collaboration between workers and organisations.

- CHCPRP004 Promote and represent the service

This unit describes the skills and knowledge required to promote and represent the organisation to the community, including developing responses to negative publicity and perception.

The unit applies to work in all industry sectors, and to individuals who work with significant autonomy, most likely in management roles.

- CHCCCS020 Respond effectively to behaviours of concern

This unit describes the skills and knowledge required to respond effectively to behaviours of concern of people. Skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties.

The unit applies to workers in any context exposed to difficult and challenging behaviour.

- CHCDIS004 Communicate using augmentative and alternative communication strategies

This unit describes the skills and knowledge required to communicate with people who have complex communication needs through effective use of Augmentative and Alternative Communication (AAC) strategies and systems.

AAC refers to methods that replace or supplement speech to address the needs of people whose oral speech skills limit their ability to meet their participation and communication needs.

AAC systems comprise communication aids, symbols, strategies, and techniques and methods that may be aided or unaided.

This unit applies to disability support work in a variety of contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

- CHCMHS001 Work with people with mental health issues

This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues.

This unit applies to support workers in contexts outside the mental health sector, but who come into contact with people with mental health issues. The services and support provided are not mental health specific.

- CHCADV001 Facilitate the interests and rights of clients

This unit describes the skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs.

This unit applies to workers of all levels in a range of health or community services settings who provide services using a human rights based approach and have direct interaction with clients.

Enrolment Conditions

See also: Enrolment Conditions on [the Cairnmillar eLearn](#) for a copy of the current enrolment conditions.

Attendance

It is an expectation that students will attend all classes*. If you anticipate being absent, please advise your Course Coordinator via email. Planned absences of several weeks should also be discussed with your Course Coordinator.

Note: In accordance with national and state recommendations for social distancing due to COVID-19, we consider classes* to include to include synchronous online activities such as tutorials and lectures held in online platforms such as Zoom or Microsoft Teams.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications including the TLP008 Student Social Media policy and FSP002 Discrimination Bullying Harassment Policy. All Policies and Procedures can be found [here](#).

Submission of Written Work

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.

All written assessment tasks, unless otherwise instructed by a Course Coordinator, must be prepared in [Microsoft Word](#) and submitted via [the Cairnmillar eLearn](#). Please refer to the relevant assessment documents within the unit modules on [the Cairnmillar eLearn](#) and the Assessment Style Guides and Formatting guide for more information on written assignment requirements.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see APA Style Referencing. See also Assessment Style Guides and Formatting on [the Cairnmillar eLearn](#).

Assessment Grades & Records

Final results for each unit will be calculated, then published on the [the Cairnmillar eLearn](#) by the relevant results publication date. The marks for your final assessment will be withheld until after the release of your final marks.

Extensions

An extension may be granted for assignments where there is evidence of unexpected disruptions in the student's available work time. Extensions must be applied for and approved in accordance with the Assessment Policy and Procedures and any other published procedures found on the Institute's website.

Applications must be made via the appropriate [form](#) before the due date and submitted to the Course Coordinator. An extension is valid only after it has been approved by the Course Coordinator.

Information about extensions, special considerations and alternative assessments can be found in your [VET Student Handbook](#). See also [the Cairnmillar eLearn](#) for more information on how to apply for an [assignment extension](#).

Special Consideration

Special consideration may be granted in situations where an extension is not possible, such as an exam or in-class work that has been missed. You should first discuss your situation with your Course Coordinator before applying. Please see the Assessment Policy and Procedures found on the Institute website for more information. Please see [the Cairnmillar eLearn](#) for how to apply for special consideration.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your unit within [the Cairnmillar eLearn](#) for information regarding word limits for each assessment task.

Late Submissions

Late assessment submissions may impact on your assessment of competency. Please refer to the assessment criteria on [the Cairnmillar eLearn](#).

Samples of Work

Samples of student work may be taken for purposes of course accreditation and benchmarking. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Course Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous study, skills or experience. RPL can only be granted for units prior to the commencement of your course.

See [the Cairnmillar eLearn](#) for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

You can view Cairnmillar's grade-mark schema on [the Cairnmillar eLearn](#).

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Academic Integrity and Student Conduct Policy and Procedures. See [the Cairnmillar eLearn](#) for more information about Academic Integrity at Cairnmillar.

All students must complete an Academic Integrity Module and Quiz on [the Cairnmillar eLearn](#) prior to beginning classes at Cairnmillar. Assessment marks are withheld if students have not completed the Academic Integrity Module and Quiz. Please see [the Cairnmillar eLearn](#) for more details.

Course Progress

The Academic Integrity and Progress Committee (AIPC) is a sub-committee of the Academic Board and is normally chaired by the Dean. The AIPC review incidents of possible plagiarism and other breaches of academic or research integrity, such as collusion or cheating in exams.

The AIPC also support students who have poor academic performance or are at risk of failing a course through an academic progress intervention and Student Progress Agreements. Please see Academic Integrity and Progress Review Hearings on [the Cairnmillar eLearn](#) for detailed information.

Policies & Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our [Institute's website](#). Detailed supporting information, guides and forms can be found on [the Cairnmillar eLearn](#).

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see the [Australian Copyright Council's](#) website for full information on this topic.

Professional Standards

When you study at the Institute you are starting your professional career in counselling. It is important that students act appropriately as representatives of both the Institute and the profession more broadly.

Students are expected to show respect for staff, clients, and other students, and our faculty environment at all times and can expect the same in return. Racism, sexism, homophobia, transphobia, ableism, and other forms of prejudice will not be acceptable.

If you feel unsafe at any time, or have concerns about the professional conduct of any member of the Institute's community, you are encouraged to let a staff member know as soon as possible.

Student Support, Counselling, & Wellbeing

For information regarding Student Counselling, Disability, International Student, Academic & Writing, and any other support services for students, please see the [Student Support hub](#) on the [Cairnmillar eLearn](#).

Tuition Fees

Information regarding the payment of fees can be obtained from our public website, see [Tuition Fees](#).

Course Withdrawals and Refunds

Each term or teaching period will have a 'withdrawal date' which is the last date at which you can withdraw from a module or unit without academic or financial penalty. If you withdraw prior to the withdrawal date then all fees paid for that module enrolment will be refunded. The withdrawal date is normally the end of the first day of classes or prior to the start of the second class of that unit.

If you withdraw after the withdrawal date then the fees for that enrolment period will not be refunded and an incomplete 'late withdraw fail' result will be recorded against the units. Any future enrolment periods for that course will be withdrawn and invoices will not be levelled for those future enrolments.

Completed units will not be refunded.

Check [the Cairnmillar eLearn](#) for specific withdrawal dates.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum (3 years) or negotiated time for completion of the course, or

- other conditions as specified in the Enrolment Conditions.

See [the Cairnmillar eLearn](#) for details on the Institute's Academic Progress procedure.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;
- pay all relevant fees and charges;
- complete all requirements prescribed for the course of study at least at a PASS level;
- submit the relevant intention to graduate form by the due date.

The appropriate awards are given on satisfactory completion of the course. These are presented at a special annual ceremony or given (posted) directly to students for a fee.

For more information see: Graduating from your course on [the Cairnmillar eLearn](#).

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers.

Appointments about Library and research skills can be made through the [Library](#).

Please visit the [Library](#) page on [the Cairnmillar eLearn](#) for more information.

Office 365

All students have access to [Office 365](#) while studying at Cairnmillar. Your Office365 account includes free access to Microsoft Word, Excel, PowerPoint, Outlook (student email), and much more.

Students also have access to 1TB of OneDrive storage. Find more information on [Office 365](#) on [the Cairnmillar eLearn](#).

Student Email

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. See [Accessing your Cairnmillar Student Email](#) on [the Cairnmillar eLearn](#).

Computer & Printer Access

Each student has their own personal [OneDrive](#) account which can be accessed across any computer. Please see [Printing/Copying at Cairnmillar](#) on [the Cairnmillar eLearn](#) for more information.

