CHC41215 Certificate IV in Career Development

The Cairnmillar Institute (Cairnmillar) is a Registered Training Organisation (RTO) and 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.

Course Information

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.

What this course offers you:
- Tailored assessments to suit your career goals or current workplace challenges.
- Pay the same as Government funded programs.
- Self-paced learning and evening lecturers allowing you to master in-demand career skills without having to leave your day job.
- Direct pathway to undergraduate study.
- Designed by industry experts and taught by experienced practitioners.
- Benefit from small class sizes, which promote in-depth discussions and allow students to fully explore the subject areas.
- A supportive environment with a dedicated Lecturer Support Tutor.
- High-quality teaching and learning experience.

Units of competency

Term 1	Term 2	Term 3	Term 4
CHCCOM002 Use communication to build relationships	CHCECD008 Deliver services consistent with a career development framework	CHCCCS020 Respond effectively to behaviours of concern	CHCDIV001 Work with diverse people
CCHCECD009 Conduct career guidance interviews	CHCECD010 Provide support to people in career transition	CHCDIS014 Develop and use strategies for communication with augmentative and alternative communication systems	CHCECD001 Analyse and apply information that supports employment and career development

CHCLEG001 Work legally and ethically	CHCADV001 Facilitate the interests and rights of clients	CHCPRP001 Develop and maintain networks and collaborative partnerships	CHCPRP004 Promote and represent the service
	CHCMHS001 Work with people with mental health issues		

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.

Delivery
Students can enter the course at the beginning of each term – February, April, July and September. The course takes 12 months to complete in total and meets the requirements of a part-time program.

Students undertake the course through self-paced online learning across 10-week block periods. Each week includes one 90-minute live interactive session. **This session is scheduled every Wednesday from 4.30pm until 6pm** and can be attended online or face-to-face at our Hawthorn East Campus, 391-393 Tooronga Road.

2024 Academic Calendar

Term	Weeks	Dates
1	10	5th February – 14^h April 2024
Break	1	15th April – 21th April 2024
2	10	22nd April – 30th June 2024
Break	2	1st July – 14th July 2024
3	10	15th July – 22nd September 2024
Break	1	23rd September – 29th September 2024
4	10	30th September – 8th December 2024

Class Schedule

Term 1	Class Dates	Term 2	Class
Class 1	7th February 2024	Class 1	24th April 2024
Class 2	14th February 2024	Class 2	1st May 2024
Class 3	21st February 2024	Class 3	8th May 2024
Class 4	28th February 2024	Class 4	15th May 2024
Class 5	6th March 2024	Class 5	22nd May 2024
Class 6	13th March 2024	Class 6	29th May 2024
Class 7	20th March 2024	Class 7	5th June 2024
Class 8	27th March 2024	Class 8	12th June 2024
Class 9	3rd April 2024	Class 9	19th June 2024
Class 10	10th April 2024	Class 10	26th June 2024

Term 3	Class Dates	Term 4	Class
Class 1	17th July 2024	Class 1	2nd October 2024
Class 2	24th July 2024	Class 2	9th October 2024
Class 3	31st July 2024	Class 3	16th October 2024
Class 4	7th August 2024	Class 4	23rd October 2024
Class 5	14th August 2024	Class 5	30th October 2024
Class 6	21st August 2024	Class 6	6th November 2024
Class 7	28th August 2024	Class 7	13th November 2024
Class 8	4th September 2024	Class 8	20th November 2024
Class 9	11th September 2024	Class 9	27th November 2024
Class 10	18th September 2024	Class 10	4th December 2024

If you are granted extensions, special consideration, or additional reassessments then the course can take longer to complete.

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.

Those applying who do not have a degree, may enter into a process in which they may be granted entry in recognition of previous experience where an equivalence of earlier learning or knowledge and skills gained through work or life experience, which can be assessed. Entrants will however be required to complete a language and numeracy test prior to commencement of the course.

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 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 pd@cairnmillar.edu.au to discuss your specific situation in more detail.

Assessments

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.

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

Contacts and Teachers
- Program Coordinator and Lead Teacher: To be confirmed.
- Lecturer Support Tutor: To be confirmed.
- Administration and Enrolment: Lana Winzar

All enrolment enquiries should be directed to pd@cairnmillar.org.au.
Contact details for our Trainers and Lecturer Support Tutor will be provided upon enrolment.

Resources

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

- Learning Management System (Cairnmillar eLearn) access for course materials, videos, and additional resources.
- Unit workbooks - Always have your workbooks available during the weekly interactive sessions.

Important Links

Learning Management System (Cairnmillar eLearn): https://cairnmillar.e-learnme.com.au/
VET Student Handbook: Course Handbook

Tuition Fees

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

Teaching Period	Course Fees	Payment Due Date	Withdrawal Date
Term 1	$800	21 January 2024	7 February 2024
Term 2	$800	7 April 2024	24 April 2024
Term 3	$800	30 June 2024	17 July 2024
Term 4	$800	15 September 2024	2 October 2024
Total:	$3,200		

Withdrawals

Students 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.

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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