Do you want to help others Improve their Career?

**CHC42112 Certificate IV in Career Development**

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.

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.

**You may find a career in:**
- Career information officer
- Career and transition services coordinator

**You will study the following units:**
- CHCCAR501C Conduct career guidance interview
- CHCCPD401B Deliver service consistent with a career development framework
- CHCCPD402B Assist clients to plan and access career pathways
- CHCCPD403B 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
- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- CHCORH405E Maintain an effective work environment
- HLTWH5300A Contribute to WHS processes
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS400C Work within a relevant legal and ethical framework
- CHCES404B Promote clients to employers
- CHCES416A Plan and provide job search support
- CHCNET402B Establish and maintain effective networks

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.

**Certificate 3 Guarantee Program**

Supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

**Are you:**
- 15 years of age or over and no longer at school
- A QLD permanent resident
- an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

**Cost**:  
- $10 Concessional  
- ($0.63 per Unit)  
- $50 Non-Concessional  
- ($3.13 per Unit)

**CALL OR VISIT TO FIND OUT IF YOU ARE ELIGIBLE**

As you can only access the Certificate 3 Guarantee subsidy once, it is important you choose the right course for you to take full advantage of this opportunity.

www.sfae.edu.au  
1300 769 559

* The Certificate 3 Guarantee Program is a Queensland Department of Education & Training Initiative.  
** Prices subject to change without notice. Conditions apply.