

# Occupational Certificate: Career Development Information Officer

NQF Level 05

120 Credits

SAQA ID: 96372



## ACCREDITED ASSESSMENT CENTRE

9435 Ikinixa Sreet,  
Pimville Zone 6,  
Soweto

4264 Magaqane Sreet,  
Pimville Zone 4,  
Soweto

### Integrated Assessment Focus Area 1

Provide career development information to individual clients that will assist them to make informed career development decisions.

### Associated Assessment Criteria 1

1. Organized planning and ethical practices in career development services.
2. Accurate client data management and verification.
3. Use of self-assessment tools for informed career decisions.
4. Lifelong learning principles supporting personal growth
5. Professional boundaries and stakeholder responsibilities in service delivery.
6. Effective communication strategies for career guidance
7. Influence of career development theories, funding options, and national policies on career trends
8. Providing effective guidance and referrals based on client needs.

### Integrated Assessment Focus Area 3

Maintain administrative and networking functions to ensure efficient and effective career development information services.

### Integrated Assessment Focus Area 2

Provide career development information to groups that will assist them to make informed career development decisions.

### Associated Assessment Criteria 2

1. Understand audience needs and event objectives.
2. Adapt presentations for effective delivery.
3. Incorporate lifelong learning principles.
4. Maintain ethical and professional standards.
5. Evaluate feedback to improve future events.

### Associated Assessment Criteria 3

1. Conduct administrative functions for career development services.
2. Compile and circulate reports following good practices.
3. Manage stocks and inventories of career development information resources.
4. Utilize referral services from career development professionals.
5. Engage with stakeholder support services for career development.
6. Establish and maintain professional support networks