

# Occupational Certificate: Career Development Information Officer



## COURSE OUTLINE

<b>PROGRAM Title</b>	: A Career Development Information Officer provides individuals and groups with information about career choices and how to access their career paths that will empower them to make informed career related decisions.
<b>NQF Level</b>	: 5
<b>SAQA ID</b>	: 96372
<b>Minimum Credits</b>	: 120
<b>Purpose</b>	: The purpose of this qualification is to prepare a learner to operate as a Career Development Information Officer.

**MTA**

**IT'S ALL**

**POSSIBLE**



## SERVICES

- Training
- Learnerships
- Labour Consulting
- Leadership Programme
- WSP&ATR Submissions
- Mindset Programmes
- Business Soft Skills



## COURSE OVERVIEW

Career Development Information Officers play a vital role in helping people make informed decisions about their career. They assist with career mapping and career direction, often for individuals who are looking for more focus in terms of their future. This qualification is designed for professionals who can save the day by providing empowering information to clients struggling to make knowledgeable career decisions. Daily duties within an organisation may include administration of job evaluation surveys; liaising with all levels of management and helping undecided staff or students make good career-path decisions

## COURSE OUTCOMES

**On completion of the program, you will be able to:**

- Provide career development information to individual clients so as to empower them to make informed career development decisions.
- Provide career development information to groups so as to empower group members to make informed career development decisions.
- Maintain administrative and networking functions to ensure efficient and effective career development information services.

## DELIVERY METHOD

- Face to face / Virtual Training

## DURATION

- 24 Months

## ENTRY REQUIREMENTS

- NQF Level 4 qualification.
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## **COURSE OUTLINE.**

### **KNOWLEDGE MODULES:**

- Introduction to Career Development Practice and Concepts
- Applied Communication Concepts
- National Structures, Laws and Policies
- Career Development Theory and Concepts
- Careers and Study Options

### **PRACTICAL MODULES:**

- Provide assistance to clients to enable them to make informed career-related decisions
- Facilitate information-sharing processes with groups that will assist with career-related decisions
- Maintain an efficient and effective career information service

### **WORKPLACE MODULES:**

- Individual career development information-sharing processes
- Group career development information-sharing events
- Maintenance of efficient and effective career information services