

Career Development Information Officer

Accredited Career Guidance Qualification

ONLINE



- 1 year self-paced programme.
- Instructor guided training.
- Interact and share ideas with classmates.
- Access to all PACE self-exploration tools and resources

SKILLS

Learn:

- 4 IR skills
- Microskills
- Entrepreneurial skills



Duration: 1 year

Module 1: Intro to Career Guidance & Dev.

Module 2: Career Theories

Module 3: Education and Training

Module 4: Employability and Entrepreneurship

Module 5: Communication in Career Dev

Practical Modules 1-3

Work Experience Module

ACCREDITED

- **Quality Assurance Body:** QCTO
- **Qualification ID:** 96372
- **Qualification Title:** Career Development Information Officer
- **NQF Level:** 5
- **Credits:** 120



PACE
Career Centre

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Career Development Information Officer

Accredited Career Guidance Qualification

This is an advanced level qualification. The entry requirement is a Grade 12 or NQF level 4 certificate. Candidates who have completed the PACE introductory course and have at least one year experience in providing career guidance may also apply.

This qualification is well suited to career guidance practitioners who work in schools, colleges, universities, libraries, labour centres, businesses, government departments, recruitment agencies, or private practice.

Successful completion of this programme will equip career guidance practitioners to:

- Offer individual and group career information and guidance.
- Facilitate career planning workshops.
- Administer a range of self-assessment questionnaires.
- Conduct career coaching sessions.
- Initiate outplacement programmes and assist people to find work.
- Manage a career guidance practice.

This programme sets the standard for career guidance practice in Africa. It is recognised by the South African Qualifications Authority (SAQA) and offered in East Africa through the East African Career Development Association (EACDA). The programme is also recognised for professional development points by the South African Council for Educators (SACE).

This programme has been designed by PACE Career Centre which is the leading trainer of career guidance practitioners on the continent. This programme is backed by more than 30 years of research and experience. The organisation is responsible for defining the competencies required by career guidance practitioners in South Africa (Government Gazette, 14 August 2015).

This programme aims to grow a community of career guidance practitioners on the continent who are able to qualitatively contribute towards their regional, national and continental growth and to then share their experiences and knowledge through their local career guidance associations so that career guidance on the continent flourishes and grows.

Accreditation:

- Quality Assurance Body: QCTO
- Qualification ID: 96372
- Qualification Title: Career Development Information Officer
- NQF Level: 5
- Credits: 120

Entry Requirements:

- NQF Level: 4
- Completed the Introduction to Career Development Practice course
- Or one year of experience working in the field of Career Development

Duration:

1 year self-paced programme.

Course Outline:

This programme comprises:

Module 1: Introduction to Career Guidance & Development

Module 2: Career Theories

Module 3: Education and Training

Module 4: Employability and Entrepreneurship

Module 5: Communication in Career Development

Practical Modules 1-3

Work Experience Module

PACE programmes and products are based on significant research conducted through the PACE Research Institute which conducts action research on career guidance in Africa. The work of the Institute ensures that our training remains current and topical with a strong vision of the type of career guidance that should be provided in Africa.



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