

BECOME A CAREER DEVELOPMENT COACH COURSE OUTLINE

COURSE CONCEPT

With individuals changing their careers five to seven times throughout their lives and having many jobs in between, Career Development is a growing profession of increasing importance. Career Development Practitioners provide career advice and support for individuals at all stages of their life through school, tertiary learning, employment, all the way through retirement. Research shows individuals are twice as likely to be engaged in work if they can engage in high-quality careers guidance and are more productive in the workplace.

The role of Career Development Practitioners is to help people manage their careers, assist in the job seeking and applications, make occupational and study decisions, plan career transitions and research career information.

Career development practitioners work in a range of settings and roles, providing services to both groups and individuals, including:

- schools
- tertiary institutions
- universities
- business organisations
- government agencies such as employment services, disability and rehabilitation
- private practice
- human resource management
- psychology
- recruitment
- youth work
- apprenticeship
- case management or management

The current environment requires career practitioners to work effectively as career counsellors who can diagnose career barriers and issues that prevent a client from attaining their goal and incorporate career coaching that is positive, and strength-based designed to achieve the client's career goal and personal fulfilment.

The Foundation in Career Development Practice course provides individuals with the knowledge and skills in career counselling and career coaching theories and applications to broaden their skills in career development to practice wisely and creatively.

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<p>AUDIENCE</p>	<p>For individuals seeking <i>international</i> course accreditation in career development practice to work in a global environment with organisations and clients, develop and update their knowledge and skills in career development, or fill a skills gap in their practice.</p> <p>The course is suitable in various contexts and roles, including schools, education, training, in the workplace in human resources or psychology, and/or experience working in employment, recruitment, outplacement, youth work, apprenticeship, disability and rehabilitation, case management, or management.</p>
<p>AIMS</p>	<ul style="list-style-type: none"> • Apply knowledge and skills in career counselling and career coaching in the context of the changing nature of life, learning and work. • Develop high-level knowledge, skills and design thinking in career development practice to produce quality practitioners who possess career counselling and coaching competencies and attributes. • Facilitate career development services with a client-centred, inclusive, collaborative, respectful, and ethical approach.
<p>COURSE CONTENT</p>	<p>The course consists of 9 sequenced and stand-alone courses.</p> <p>Course 1 - Foundations to Understanding Career Development Course 2 - Career Development Theories Course 3 – Career Coaching Theory And Applications Course 4 – Focus on Wellness and Self Care In Career Development Course 5 – Legal and Ethical Requirements in Career Development Course 6 – Developing Counselling and Coaching Skills Course 7 – Facilitating Career Development Course 8 – Administering Assessment Tools for Career Development Course 9 – Next Step to Becoming a Career Coach</p> <p>Additional course - How to Find the Perfect Job</p> <p>Introduction to Career Counselling and Coaching Skills</p> <p>We have designed and written a stand-alone career development course that provides an overview of each course in the Foundation in Career Development Practice program.</p> <p>Added value – Learn career counselling and career coaching skills</p> <p>The added value of studying the Foundation in Career Development Practice short course teaches <i>both</i> career counselling and career coaching theories and applications. This approach will strengthen your career development practice in an increasingly complex and challenging world that requires a greater understanding of quality practice, advanced micro-skills and developing relationships with diverse clients.</p>

FOUNDATION IN CAREER DEVELOPMENT PRACTICE COURSE OUTLINE

LEARNING OUTCOMES

Upon completion of the course, participants will be able to:

- Apply a career development framework that includes career counselling and career coaching theories and applications to provide services related to employment, career development and education/training
- Apply a **client-centred approach** and **inclusive practices** with diverse clients from a range of backgrounds, levels, nationalities, occupations and career stages, and apply equitable, respectful principles where clients are safe and supported
- Assist clients in identifying their career interests and options via exploratory activities, assist them in making informed career decisions, and develop a strategy to attain their career goals
- Apply communication skills and *advanced* micro counselling skills to build and maintain rapport and trust with colleagues and both individual clients and group
- Conduct a career guidance interview applying frameworks to analyse client issues and barriers that is goal-focused to design an action plan to attain client outcomes
- Work within a legal and ethical framework that supports an ethical practice, adheres to legislation and professional codes of conduct
- Identify the learning options for clients at a broad range of ages, backgrounds, and career stages, and find an appropriate learning pathway
- Assist and support clients in their job seeking skills, produce effective documents that include their resume, cover letter, LinkedIn profile and successfully perform in job interviews

LEARNING ACTIVITIES

The **online** course consists of the theory with a range of interactive activities that include:

- Application of course theory to your workplace and situation
- Experiential learning activities
- Individual exercises
- Self-evaluation questionnaires
- Role play with self evaluation and feedback
- Administering a range of vocational tests
- Insightful questions for deep reflections
- Case studies with questions and answers
- Reflective practices on course content and activities
- Viewing video clips with reflections of your learning
- Writing a professional journal with your reflections and process insights
- Writing an Action Plan to achieve your career goals

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<p>LEARNING METHODOLOGY</p>	<p>Online learning enables you to study at your own pace and schedule your learning at a time that suits you.</p> <p>Career Coaching and Training will facilitate a webinar on <i>each</i> course to apply the knowledge and skills and answer your questions to support your learning. The webinar will run for 1 hour and is an integral component of the course.</p> <p>You are required to demonstrate evidence of your competency in delivering career development services in <i>each</i> course that you enrol by completing all the course learning activities, documentation, and checklists.</p> <p>The course encourages collaborative discussions among peers. Participants are welcome to provide answers to questions, share their learning, experiences, resources such as references, blog articles, video clips, affirmations, and other tips to make learning and development a meaningful experience.</p>
<p>PREREQUISITE</p>	<p>The Foundation in Career Development Practice course is a short course in career development practice that is evidence-based with theory and practice. To successfully enrol in the course, students must have appropriate language, literacy, and numeracy levels to undertake this course and access a computer with reliable internet access.</p> <p>Students must hold:</p> <ul style="list-style-type: none"> • a qualification at diploma level or higher in a discipline related to career development, counselling work, human resources, psychology, youthwork or management • work experience in education, human resources, psychology, employment, recruitment, youth work, apprenticeship, disability, rehabilitation, case management or management <p>Please submit your application with a personal statement indicating your commitment to career development, with a copy of your resume.</p>
<p>DURATION</p>	<p>Self-paced learning to meet the individual's learning requirements.</p> <p>A webinar is facilitated monthly to assist in implementing the course content into your practice, asking questions, and networking with fellow learners.</p> <p>To complete all courses in the program: 120 Hours</p>
<p>CERTIFICATE</p>	<p>Upon successfully finishing the <i>complete</i> program, students will receive a <u>Certificate of Professional Development</u> accredited by Associated Career Professionals International.</p> <p>Students can also receive a <u>Certificate of Professional Development</u> for <i>each</i> course they complete accredited by Associated Career Professionals International.</p>

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PROFESSIONAL MEMBERSHIP	Student Membership with the Career Development Association of Australia is available to individuals undertaking the Foundation in Career Development Practice course.
PROFESSIONAL STANDARDS FOR TEACHERS	6.2 Engage in professional learning and improve practice
COURSE PATHWAY	The Foundation in Career Development Practice course will give students a pathway into tertiary studies in Career Development.
CONTINUING PROFESSIONAL DEVELOPMENT POINTS	<p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) by CDAA members towards Career Development Association of Australia (CDAA) requirements.</p> <p>Non-CDAA members, please check with your professional association regarding their CPD policy.</p> <p>To claim your CPD points, present your certificate of course completion to CDAA or the professional association where you are a member.</p>
ADDITIONAL PROFESSIONAL DEVELOPMENT	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
FURTHER INFORMATION	<p>careercoaching.training</p> <p>hello@careercoaching.training</p>