OCCUPATIONAL CERTIFICATE

Career Development Information Officer

SAQA ID	NQF LEVEL	CREDITS	DURATION	QUALITY PARTNER
96372	5	120	12 Months	ETDP SETA

OVERVIEW

The Occupational Certificate: Career Development Information Officer prepares learners to provide individuals and groups with accurate information on career choices and pathways to empower informed career-related decisions. It is designed for personnel working in or entering schools, government departments, educational institutions, NGOs, and private initiatives that deliver career development information services.

WHAT YOU WILL BE ABLE TO DO

Provide career development information to individual clients that will assist them to make informed career development decisions. Provide career development information to groups that will assist group members to make informed career development decisions. Maintain administrative and networking functions to ensure efficient and effective career development information services.

MODULES

Knowledge Modules (52 Credits) 242301001-KM-01: Introduction to Career Development Practice and Concepts, NQF Level 4, 8 Credits 242301001-KM-02: Applied Communication Concepts, NQF Level 4, 16 Credits 242301001-KM-03: National Structures, Laws and Policies, NQF Level 4, 4 Credits 242301001-KM-04: Career Development Theory and Concepts, NQF Level 5, 16 Credits 242301001-KM-05: Careers and Study Options, NQF Level 5, 8 Credits

Practical Skill Modules (32 Credits) 242301001-PM-01: Provide assistance to clients to enable them to make informed career-related decisions, NQF Level 5, 12 Credits 242301001-PM-02: Facilitate information sharing processes with groups that will assist with career-related decisions, NQF Level 5, 12 Credits 242301001-PM-03: Maintain an efficient and effective career information service, NQF Level 4, 8 Credits

Work Experience Modules (36 Credits) 242301001-WM-01: Individual career development information sharing processes, NQF Level 5, 13 Credits 242301001-WM-02: Group career development information sharing events, NQF Level 5, 13 Credits 242301001-WM-03: Maintenance of efficient and effective career information services, NQF Level 5, 10 Credits

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CAREER OPPORTUNITIES

Career Development Information Officer (Schools, Government Departments, Educational Institutions, NGOs, and Private Career Initiatives)

ENTRY REQUIREMENTS

NQF Level 4 qualification, National Senior Certificate, Senior Certificate, or National Certificate (Vocational).

ASSESSMENT

The assessment strategy comprises two stages:

Integrated Formative Assessment:Conducted internally by skills development providers using stipulated internal assessment criteria and weightings to produce a statement of results required for external assessment access. External Integrated Summative Assessment (EISA):Conducted through the relevant QCTO Assessment Quality Partner (ETDP SETA) via a knowledge assessment and simulated practical activities at a conducive assessment site, focusing on the Exit Level Outcomes.

ACCREDITATION

Type	Accreditation number	Valid until
QCTO SDP	07-QCTO/SDP250426135953	22 Apr 2031

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