

SAQA ID	Qualification Title	NQF Level	Credits	Duration
96372	Occupational Certificate: Career Development Information Officer	05	120	1 Year

#### A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

#### B. Assessment Quality Partner

Education, Training and Development Practitioners Sector Education & Training Authority (ETDPSETA)

#### C. Qualification Overview

The purpose of this qualification is to prepare a learner to operate as a Career Development Information Officer.

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.

A qualified learner 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.

#### D. Exit Level Outcomes

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

#### E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.  
Or
- National Senior Certificate.  
Or
- Senior Certificate.  
Or
- National Certificate (Vocational)

## F. Qualification Modules

### 1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
242301001-KM-01	Introduction to Career Development Practice and Concepts	4	8
242301001-KM-02	Applied Communication Concepts	4	16
242301001-KM-03	National Structures, Laws and Policies	4	4
242301001-KM-04	Career Development Theory and Concepts	5	16
242301001-KM-05	Careers and Study Options	5	8

### 2. Practical Modules

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

### 3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
242301001-WM-01	Individual career development information sharing processes	5	13
242301001-WM-02	Group career development information sharing events	5	13
242301001-WM-03	Maintenance of efficient and effective career information services	5	10

## NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

## G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

## H. Assessment

Assessment will comprise the following;

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

## I. Certification

The QCTO will issue successful candidates with;

- Statement of Results
- Certificate of Competence