

SAQA Qualification Title: **Occupational Certificate:**
Career Development Information Officer
NQF Sub-Framework/ Qualification Type: **Higher Certificate**
Qualification ID: **96372**
Credits: **120**
Level: **5**
1 Year Full Qualification

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.

This qualification will enable you 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.

Entry Requirements:

- NQF Level 4 qualification.
- National Senior Certificate.
- Senior Certificate.
- National Certificate (Vocational). Recognition of Prior Learning (RPL).

Articulation options:

Horizontally:

- Higher Certificate in Community Development at NQF Level 5.

Vertically:

- Diploma in Community and Development Studies at NQF Level 6.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Introduction to Career Development Practice and Concepts, NQF Level 4, 8 Credits.
- Applied Communication Concepts, NQF Level 4, 16 Credits.
- National Structures, Laws, and Policies, NQF Level 4, 4 Credits.
- Career Development Theory and Concepts, NQF Level 5, 16 Credits.
- Careers and Study Options, NQF Level 5, 8 Credits.

Total number of credits for Knowledge Modules: 52 Credits.

Practical Skill Modules:

- Provide assistance to clients to enable them to make informed career-related decisions, NQF Level 5, 12 Credits.
- Facilitate information sharing processes with groups that will assist with career-related decisions, NQF Level 5, 12 Credits.
- Maintain an efficient and effective career information service, NQF Level 4, 8 Credits.

Total number of credits for Practical Skill Modules: 32 Credits.

Work Experience Modules:

- Individual career development information sharing processes, NQF Level 5, 13 Credits.
- Group career development information sharing events, NQF Level 5, 13 Credits.
- Maintenance of efficient and effective career information services, NQF Level 5, 10 Credits.

Total number of credits for Work Experience Modules: 36 Credits.