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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / November / 6*

**TO:** All Learn Local organisations

ACFE Regional Councils

**CC:** Participation Branch staff

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 6/11/2014

**SUBJECT:** *Professional Development opportunity**for 16 Learn Local staff to complete Certificate IV in Career Development*

**ACTIONS / CRITICAL DATES:**

* Applications open on **6 November** and close **COB Monday 1 December 2014.** Successful applicants will be notified by **Wednesday** **10 December.**
* Learn Local Organisations should circulate to appropriate tutors and staff involved in pre-accredited training delivery and Committee of Management members by email as soon as practical.
* Applicants must provide a completed application form endorsed by the centre manager and submitted via email with the subject line: “Certificate IV Career Development application” to [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) **by** **COB Monday 1 December 2014**.

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[Learn Local Focusing on the Future](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/future.aspx) *Strategic Direction 3: Building the Learn Local sector’s capability to deliver high-quality education services,* highlights the importance of the provision of comprehensive up to date career advice by Learn Local organisations.Career development is fundamental to ensuring successful outcomes and pathways to further study and employment for learners and the skills of practitioners to support this is critical to its success.

To support this strategic direction the Adult, Community and Further Education (ACFE) Board will fund 16 training places in the Certificate IV in Career Development. This course is specifically designed and delivered to meet the needs of Learn Local practitioners in a Learn Local specific training group.

As well as supporting delivery of the Certificate IV in Career Development the Board has funded a number of Round 6 Capacity and Innovation Projects focussing on career development as well as a project to enhance use of the Victorian Careers Curriculum Framework for adult learners, particularly those undertaking pre accredited training. These strategies will support Learn Locals to assist learners to improve the quality of choices they make in education and training pathways.

The Certificate IV in Career Development program will be delivered by the [Career Education Association Victoria (CEAV)](http://www.ceav.vic.edu.au/) through a blended delivery model in 2015.

Interested applicants should review the eligibility requirements, complete an application form and have it endorsed by the Manager of their Learn Local organisation by the due date of **Monday 1 December 2014.**

For selected applicants the following costs will be covered: the cost of the training, all meals for face-to-face sessions and a 12 month associate membership with CEAV.

Costs to be met by individual participants or their Learn Local organisation include: backfilling costs, phone costs, internet, any travel and associated costs such as accommodation.

An outline of course commitments and indicative timeframes is provided to assist applicants:

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| Activity | Commitment |
| Introduction to program workshop (commencement) | Monday 16th February 2015  9.30 am to 1.00 pm  CEAV Training Rooms, Hawthorn |
| Online self-paced learning materials and assessment tasks | 2-4 hours per week |
| Online discussion forums | 45 minutes each fortnight |
| Webinars | 45 minutes each month |
| 2 Day Workshop No 1:  Career Interviewing | Mon 21 March and Tue 22 March 2015  9.00 am to 4.00 pm  CEAV Training Rooms, Hawthorn |
| 2 Day Workshop No 2:  Career Planning for targeted cohorts including People with Disabilities | Mon 21st and Tues 22nd September 2015  9.00 am to 4.00 pm  CEAV Training Rooms, Hawthorn |
| Course completion date (end date) | Mon 7th December 2015 |

CEAV has successfully run this course over the last three years for career practitioners across different education and training sectors. Participants have included school teachers, Learn Local tutors, DHS Transition Brokers and Local Learning and Employment Network staff involved in careers development partnerships.

The application form with the eligibility criteria and a Certificate IV in Career Development course outline with delivery arrangements are attached below.

For more information about the application process please contact your Regional Office.

For more information about the course please contact Joan Perrone, Training Manager at the CEAV on 9810 6400 or at [training@ceavtraining.edu.au](mailto:training@ceavtraining.edu.au)

 

**Bronwen Heathfield**

Director, Participation Branch

Training Participation & Facilitation Division