CHC41115
Certificate IV in Employment Services

OCTEC LIMITED
TRAINING SERVICES

RTO Number 90142

About the course:

This qualification reflects the role of individuals who provide employment services to both job seekers and employers. They use specialised knowledge to support individual job seekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs.

Delivery Mode:

Classroom Training, Online Training, Work Based Training. All programs include self-directed training.

Entry Requirements:

Students must be working within the Employment Services sector to be able to complete this qualification. Students enrolling into an online program or work based training must have access to a computer, stable internet connection and a working microphone and camera.

How Long will my training Program Run:

All students have up to 12 months to complete their qualification. Specific course schedules will be provided prior to enrolment for each program.

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CORE	
CHCCCS016	Respond to client needs
CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCECD001	Analyse and apply information that supports employment and career development
CHCECD002	Deliver and monitor contracted employment services
CHCECD003	Promote job seekers to employers
CHCECD006	Develop and monitor employment plans
CHCLEG001	Work legally and ethically
CHCPRP001	Develop and maintain networks and collaborative partnerships
ELECTIVES	
CHCECD007	Maximise participation in work by people with disability
CHCMHS001	Work with people with mental health issues
CHCECD009	Conduct career guidance interviews
BSBOPS304	Deliver and monitor a service to customers
BSBXDB301	Respond to the service needs of customers and clients with disability

NATIONALLY RECOGNISED TRAINING

1800 045 370
www.octec.org.au
training@octec.org.au

Employment outcomes:

This course could lead to employment in a position such as:

- Career Consultant
- Employment Consultant
- Career Counsellor
- Site or Branch Manager

Student Fees

The price for this qualification is based on specific eligibility requirements and or concessional evidence.

Subsidies may be available to individuals.

We have a range of payment options on offer, and the potential for state funding.

Please contact us for more information.

Fee-for-Service $5500
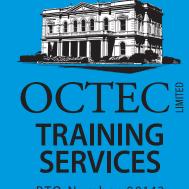
Eligibility for Training

- Students will need to complete a Language, Literacy and Numeracy (LLN) test and achieve the appropriate ACSF LLN level
- Able to provide a Unique Student Identifier (USI)
- Evidence of Citizenship, Australian Permanent Residency, Humanitarian Visa holder or NZ Citizen
- Basic computer skills

Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC Training Services provide, please refer to our Learner Handbook.

Students must review the Learner Handbook before enrolling into this program.

For further details and information, please contact OCTEC Training Services.

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