

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
Occupational Certificate: Career Development Information Officer	5	96372	120
* QCTO accredited			

DESCRIPTION

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 guidance and information on career choices and how to access their career paths that will empower learners to make informed career related decisions.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Career Development Information Officer
- Career Counsellor

PROGRAMME OUTLINE

Modules

Knowledge Modules:

Introduction to Career Development Practice and Concepts,

Applied communication concepts

National Structures, Laws and Policies

Career Development Theories and Concepts

Careers and study options

Provide assistance to clients to enable them to make informed career-related decisions

Facilitate information-sharing processes with groups that will assist with career-related decisions

Maintain an efficient and effective career information service

In addition to the above the student will be provided an opportunity to study the following short learning programmes:

- Assessor Training
- Moderator Training
- Train the trainer
- Moodle training

TYPE OF PROGRAMME

- Full Time: Minimum 1 Year

ADMISSION REQUIREMENTS

- NQF Level 4 qualification.

Or

- National Senior Certificate.

Or

- Senior Certificate.

Or

- National Certificate (Vocational).



Berea Technical College

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS

www.btc.edu.za | City Campus: 539 Anton Lembede St, Durban

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
Occupational Certificate: Career Development Information Officer	5	96372	120
* QCTO accredited			

LEARNER MATERIAL

All textbooks are included in the tuition fees. A list of textbooks will be provided by your campus academic department.

PRICING

Enquire at the Berea Technical College campus for a current programme pricelist.

EXAMINATION AUTHORITY

- All POE’s get verified by Quality Council for Traders & Occupations (QCTO).

CERTIFICATION

- Certificates are issued by QCTO
- Qualifications are nationally recognised by industry.

Upon successful completion of this programme, learners will receive a:

- Occupational Certificate: Career Development Information Officer NQF level 5.

FURTHER STUDIES

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea Technical College control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea Technical College will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.



Berea Technical College

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS

www.btc.edu.za | City Campus: 539 Anton Lembede St, Durban