

# 職涯發展 Career Development

## 職涯發展規劃專業證書課程

### Professional Certificate Programme in Career Development Facilitation (PCCDF)

☎ 2209-0465/2209-0269

✉ pccdf@cuhk.edu.hk

Programme Code: CDF100



The Professional Certificate Programme in Career Development Facilitation (PCCDF) is an extended scheme of study building on the Facilitating Career Development (FCD) programme (see P.81). It integrates global perspective with local context on career development facilitation and extends participants' repertoire with a wider focus on the provision of better career services and programmes through more training in group facilitation, advanced communication skills, assessment tools, theories and approaches, and the needs of specific targets.

#### One Programme, Three Certifications

The PCCDF Programme provides solid training that qualifies students to apply for two globally recognised certifications upon completion of the programme:



Certified Career Services Provider (CCSP) from the National Career Development Association (NCDA)



Global Career Development Facilitator (GCDF) from the Center for Credentialing and Education (CCE)

Plus



a Professional Certificate at QF level 5 awarded by The Chinese University of Hong Kong

Taught by NCDA-credentialed Master Trainers and FCD Instructors, as well as experienced CUSCS trainers who are professionals from a diversity of career background, the PCCDF Programme is offered in a flexible, hybrid mode consisting of both face-to-face and online learning modes with experiential activities and interactive discussions.

#### Programme Structure

Module	Title	Hours
1	Facilitating Career Development: The Exploring Phase	16
2	Facilitating Career Development: The Understanding Phase	16
3	Facilitating Career Development: The Action Phase	16
4	Group Facilitation for Career Development	8
5	Advanced Facilitation Skills	8
6	Assessment Tools and Practices	8
7	Career Development Theories and Practice	8
8	Facilitating Career Development for Specific Targets	8

- 👤 NCDA-credentialed Master Trainers and FCD Instructors, and experienced CUSCS trainers
- 🗣️ Cantonese (supplemented with English)
- 💰 Application Fee: HK\$150  
Tuition Fee: HK\$27,000 (from July 2021)  
\* There is an additional cost of US\$150 for the Student Manual to be ordered online on the NCDA website.  
(All discounts and privileges are not applicable)
- 📍 Tsim Sha Tsui East Ocean Learning Centre  
Central Learning Centre

Updates on class schedule is available at the website: [www.cuscs.hk/careerdevelopment](http://www.cuscs.hk/careerdevelopment).

#### Free Preparatory Workshops

Please visit [www.cuscs.hk/careerdevelopment](http://www.cuscs.hk/careerdevelopment) for the latest schedule and online registration of free preparatory workshops.

QF Level: 5  
QR Registration No: 19/001310/L5  
Registration Validity Period: 04/12/2019 – On-going



This course has been included in the list of reimbursable courses under the Continuing Education Fund. This course is recognised under the Qualifications Framework (QF Level 5).

CEF Course Code: 44K127745  
CEF Course Name: Professional Certificate in Career Development Facilitation

#### Progression Path

### PCCDF Modules 1 - 3

Completion of **Facilitating Career Development Programme**

Eligible to apply for 2 credentials



### PCCDF Modules 4 - 8

Fulfill CCSP renewal requirement for Continuing Education Units (CEUs)

Professional Certificate in Career Development Facilitation



職涯發展及服務課程

Facilitating Career Development (FCD) Programme

☎ 2209-0465/2209-0269

✉ scsfcd@cuhk.edu.hk

Programme Code: F00001



Facilitating Career Development Programme

職涯發展及服務課程

Building on our extensive experience in providing training in career development and facilitation, CUSCS introduces the Facilitating Career Development (FCD) Programme for the first time in Hong Kong. Under the National Career Development Association (NCDA) of the United States, which is the first, longest running and preminent career development association in the world, the FCD Programme is based on a comprehensive curriculum that represents a rich content coverage through substantial material development in the training modules.

One Programme, Two Certifications

The FCD Programme provides solid training that qualifies students to apply for two credentials upon completion of the programme:



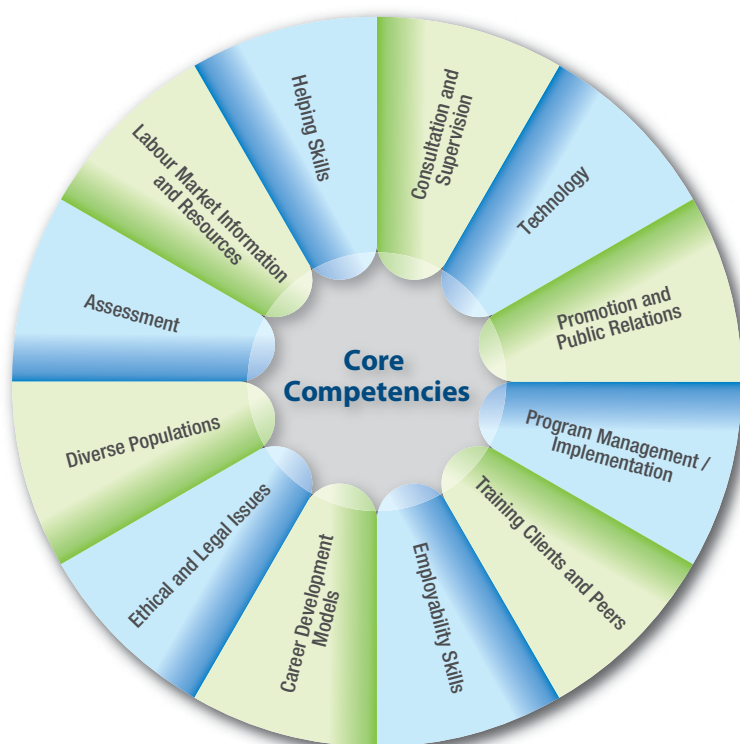
Certified Career Services Provider (CCSP) from the National Career Development Association (NCDA)



Global Career Development Facilitator (GCDF) from the Center for Credentialing and Education (CCE)

Taught by NCDA-certified Instructors trained in the delivery of the curriculum, the FCD Training Programme in Hong Kong is offered in a flexible, hybrid mode consisting of both face-to-face (6 days) and online learning (60 hours) modes with experiential activities and interactive discussion.

The FCD Programme prepares participants for understanding and mastery of the following competencies:



Content Modules

- Helping Relationship and Skills
- Training and Leading Groups
- Career Development Theory and Its Applications
- Role of Assessment
- Ethical & Legal Issues
- Career Facilitation Strategies to Diverse Populations
- Role of Career Information and Technological Resources
- Job Seeking and Employability Skills
- Designing and Implementing Career Planning and Development Services

- 👤 NCDA-certified Instructors
- 🗣️ Cantonese (supplemented with English)
- 💰 HK\$20,000 (from July 2021)
  - \* There is an additional cost of US\$150 for the Student Manual to be ordered online on the NCDA website. (All discounts and privileges are not applicable)
- 📍 Tsim Sha Tsui East Ocean Learning Centre Central Learning Centre

Updates on class schedule is available at the website: [www.cuscs.hk/careerdevelopment](http://www.cuscs.hk/careerdevelopment).

Free Preparatory Workshops

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Alternative class schedules can be tailor-made for corporate clients or for group training as requested by institutions/organisations. Please contact us by phone or e-mail for details.

