



# 職涯發展及服務課程

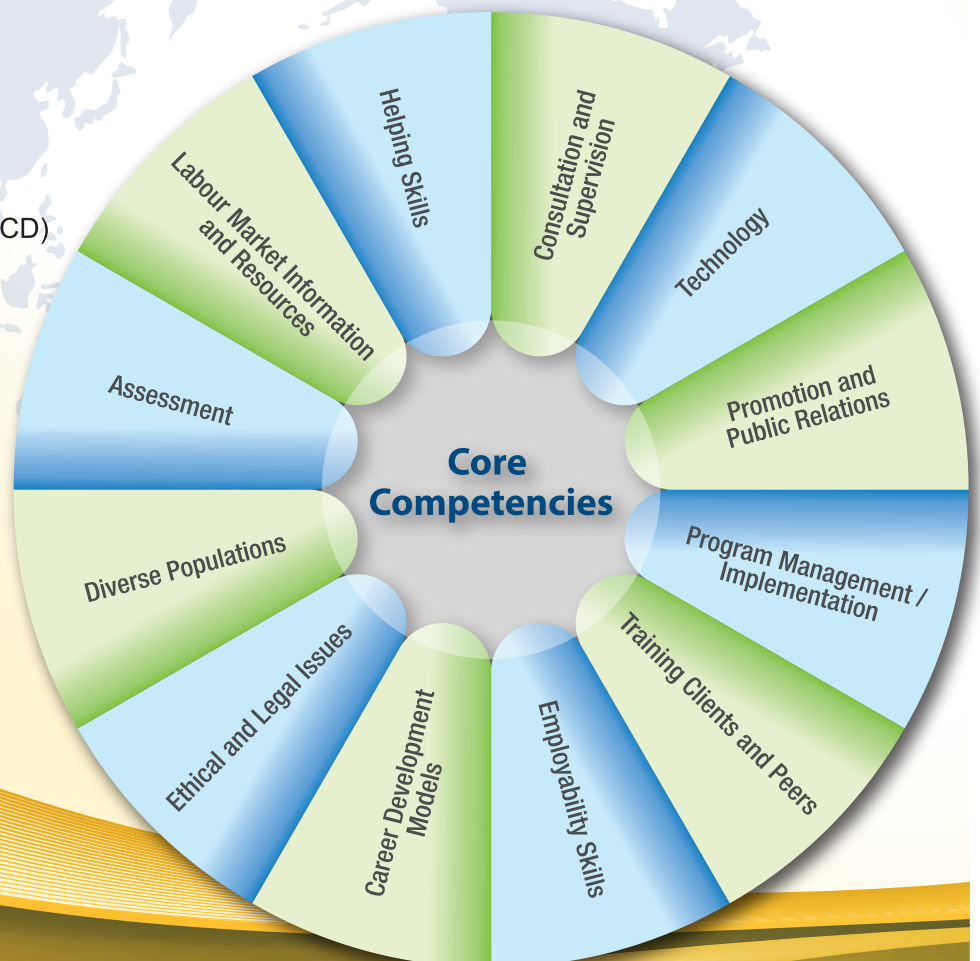
## Facilitating Career Development Programme

**A specialist training on career facilitation and development services**

Through the School of Continuing and Professional Studies of The Chinese University of Hong Kong (CUSCS), over 700 professionals credentialed as **Global Career Development Facilitators (GCDFs)** have been serving the community since 2014. This mission is continuing through the **Facilitating Career Development (FCD) Programme**, which further expands the focus of training beyond facilitation to equip practitioners with the resources to become effective career services providers or career development specialists.

Trainees are eligible to apply for two globally recognised credentials on completion of the FCD Programme: **Certified Career Services Provider 職涯服務規劃師 (CCSP)**, and **Global Career Development Facilitator 全球職涯發展師 (GCDF)**.

The Facilitating Career Development (FCD) Programme prepares trainees for understanding and mastery of the 12 core competencies:



## Programme Structure

The Facilitating Career Development (FCD) Programme equips trainees with the relevant skills and knowledge to design, deliver, and manage career services for assisting others in planning careers, getting empowered, and finding value and meaning in work at different points of their career path.

Hybrid Study Mode	Contents
<p><b>Face-to-face (48 hours/6 days)</b> Mini lectures, interactive and experiential activities, role plays</p> <p><b>Online (60 hours)</b> Assigned readings and exercises, individual or group learning tasks, forum discussion</p> <p><b>Credentialing Assessment (12 hours)</b> Practice on responses to cases</p>	<ul style="list-style-type: none"><li>◉ Helping Relationship and Skills</li><li>◉ Training and Leading Groups</li><li>◉ Career Development Theory and Its Applications</li><li>◉ Role of Assessment</li><li>◉ Ethical &amp; Legal Issues</li><li>◉ Career Facilitation Strategies to Diverse Populations</li><li>◉ Role of Career Information and Technological Resources</li><li>◉ Job Seeking and Employability Skills</li><li>◉ Designing and Implementing Career Planning and Development Services</li></ul>

## Who Needs the Training

- **Anyone in a position or with an interest in providing career facilitation and development services in settings or areas of work that involve:**
  - ◉ individual or group career facilitation and development
  - ◉ career resource planning and coordination
  - ◉ job search or placement
  - ◉ workforce development or human resource management
  - ◉ employability skills and training
  - ◉ social and business / consulting services
- **Though with a mind to come and get trained to help others, people completing career development training often find it is THEY themselves who are helped most.**

## FCD Instructors & Master Trainers at CUSCS

- All instructors are certified by NCDA to teach the Facilitating Career Development (FCD) curriculum. They are experienced CUSCS trainers coming from a diversity of career background. Many have received professional counseling or human resources management training, or have attained certifications for various career development or personality assessment tools.
- Master Trainers are certified by NCDA to provide FCD Instructor training globally.

# One Programme, Two Certifications

On completion of the FCD Programme, trainees are eligible to apply for two globally recognised certifications:



Certified Career Services Provider  
職涯服務規劃師 (CCSP)  
National Career Development Association (NCDA), USA

**NCDA** | National Career  
Development  
Association

- Established in 1913, NCDA is the first, longest running career development association in the world.
- Over the years, NCDA has prepared over 25,000 Career Services Providers and Facilitators for inter/national certification.



Global  
Career Development  
Facilitator

全球職涯發展師

Global Career Development Facilitator  
全球職涯發展師 (GCDF)  
Center for Credentialing and Education (CCE) of  
National Board for Certified Counsellors (NBCC), USA



- CUSCS was authorised by NBCC to introduce the Global Career Development Facilitator Programme (GCDF) to Hong Kong in 2015.
- More than 1,000 trainees have completed the GCDF training and over 700 have received the GCDF credential in Hong Kong.

More information about GCDF in Hong Kong:  
[www.cuscs.hk/gcdf](http://www.cuscs.hk/gcdf)

## Continuing Development

- A Certified Career Services Provider (CCSP) is required to obtain 30 hours of continuing education (i.e. 30 CEUs) during each 3-year period of validity for the credential. All CEUs must relate to one of the 12 core competencies and can be obtained from a variety of ways. CUSCS is a NCDA-recognized Continuing Education Provider.
- CUSCS offers the **Professional Certificate in Career Development Facilitation (PCCDF)**<sup>#</sup> programme which covers the FCD programme and fulfills the renewal requirements of CCSP for CEUs. The PCCDF programme is Continuing Education Fund (CEF) reimbursable and a Level 5 programme under the Qualifications Framework.

### PCCDF Modules 1 - 3

Completion of **Facilitating Career Development Programme**

Eligible to apply for 2 credentials



Global  
Career Development  
Facilitator  
全球職涯發展師



### PCCDF Modules 4 - 8

Fulfill CCSP renewal requirement for Continuing Education Units (CEUs)

**Professional Certificate in  
Career Development Facilitation**

awarded by The Chinese University of Hong Kong



<sup>#</sup> QF Level: 5  
QR Registration No.: 19/001310/L5  
Registration Validity Period: 4/12/2019 - ongoing

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

## Medium of Instruction

Bilingual in English and Chinese

## Programme Fee

HK\$20,000\*

There is an additional cost of US\$150 for the Student Manual to be ordered online on the NCDA website.

## Enrolment

Enrolment forms are available at CUSCS Learning Centres, by fax at 2603 6565 and from the FCD website ([www.cuscs.hk/fcd](http://www.cuscs.hk/fcd)). Please submit your completed enrolment form together with the programme fee to any CUSCS Learning Centre by post or in person.

## Preparatory Workshops

Free Preparatory Workshops are available for those who are interested in learning more the FCD Programme. Please refer to the FCD website ([www.cuscs.hk/fcd](http://www.cuscs.hk/fcd)) for the updated schedule.

## Class Schedules

Please refer to the FCD website for the class schedules.

## Tailor-made Training Upon Request

Alternative class schedules can be tailor-made for group training as requested by institutions/organisations. Please contact us at [scsfcd@cuhk.edu.hk](mailto:scsfcd@cuhk.edu.hk) or call 2209 0465 / 2209 0269 for enquiries.

### Learning Centres

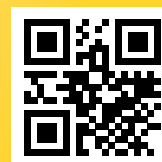
Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui  
13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui  
Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central  
Tsui Lam Estate, Tseung Kwan O

### Headquarter Office

6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui

### Enquiries

Tel: 2209 0465/2209 0269  
Fax: 2603 6565  
E-mail: [scsfcd@cuhk.edu.hk](mailto:scsfcd@cuhk.edu.hk)  
Website: [cuscs.hk/fcd](http://cuscs.hk/fcd)



\*All CUSCS discounts and privileges are not applicable