

# Professional Certificate in Career Development Facilitation

## 職涯發展規劃專業證書



An elaborate scheme of training in career development facilitation that adds on to the foundation of the Facilitating Career Development (FCD) Programme

A professional programme that integrates the perspective of a global curriculum with the cases, issues and needs of the local context

An award by The Chinese University of Hong Kong, plus eligibility for two globally recognized certifications

Meeting requirements of Certified Career Services Provider (CCSP) for both credentialing and renewal purposes

Continuing Education Fund (CEF) reimbursable

### This Programme is for **YOU**

who wish to explore more possibilities while moving on with your own career path

who are interested in helping others with their career development needs

who have completed FCD / Global Career Development Facilitator (GCDF) training



資歷架構  
Qualifications  
Framework



資歷級別 QF Level: 5  
登記號碼 QR Registration No.: 19/001310/L5  
登記有效期限 Registration Validity Period: 4/12/2019 - 登記持續有效

本課程已加入持續進修基金可獲發還款項課程名單內。  
本課程在資歷架構下獲得認可（資歷架構第5級）。  
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課程編號 CEF course code: 44K127745

# Programme Structure

The programme is based on a **hybrid mode of learning** consisting of face-to-face teaching and experiential group work along with various online tasks and activities.

## 2 Facilitating Career Development: The Understanding Phase

### 職涯發展 (II) : 知己知彼 (16 hours)

This covers key areas, practices, and tools for understanding client needs, characteristics, and issues; as well as resources for understanding the labour market.

## 1 Facilitating Career Development: The Exploring Phase

### 職涯發展 (I) : 探索同行 (16 hours)

This covers key areas and skills for exploration and relationship-building to form a working alliance with clients at the beginning phase of career development facilitation.

## 3 Facilitating Career Development: The Action Phase

### 職涯發展 (III) : 行動策劃 (16 hours)

This covers key areas and practices for preparing clients for action through effective decision-making, goal-setting, as well as action-planning or programme design.

## 4 Group Facilitation for Career Development

### 小組導向職涯發展 (8 hours)

This provides first-hand experience in conducting career development facilitation in a small-group setting.

## 5 Advanced Facilitation Skills

### 導引技巧進深訓練 (8 hours)

This examines the workings of different micro-skills through highlights of four successive video-recorded facilitation sessions with a client.

## 7 Career Development Theories and Practice

### 職涯發展理論與實務 (8 hours)

This examines a wider range of career development theories, how they may apply to culturally diverse populations, and issues that facilitators may face in the helping process.

## 6 Assessment Tools and Practices

### 評估工具與實踐 (8 hours)

This introduces additional assessment tools and practices that address specific needs in career development.

## 8 Facilitating Career Development for Specific Targets

### 特定對象的職涯發展 (8 hours)

This studies the career needs, concerns, or issues of specific target groups which may often be overlooked in society.

# Progression Path

1 2 3 (Completion of FCD Programme)

Eligible to apply for 2 credentials



Global Career Development Facilitator  
全球職涯發展師



4 5 6 7 8

• Professional Certificate in Career Development Facilitation



• Fulfill CCSP renewal requirement for Continuing Education Units (CEUs)

## After completion of the programme, you'll be able to...

- ◆ View and plan your career path with new reflections and discoveries
- ◆ Conduct basic career facilitation in an individual or small-group setting
- ◆ Provide career guidance and training to enhance one's self-understanding and/or employability
- ◆ Customize career development plans or programmes
- ◆ Network with different professionals from a variety of background

## Medium of Instruction

Cantonese, supplemented with English

## Admission Requirements

- i Holder of an associate degree or equivalent with at least 8 years of working experience; OR
- ii Holder of a bachelor degree or equivalent with at least 2 years of working experience; OR
- iii Holder of a master degree or equivalent with at least 1 year of working experience; OR
- iv Holder of a doctorate degree or equivalent.

## Assessment Methods

Assignments, Case Studies, Experiential Group Work, Role-plays, Class Participation

## Graduation Requirements

- i An attendance rate of 70% or above in each course.
- ii Completion of all the EIGHT courses. Participants must obtain an overall pass in each course.

## CUSCS - A Pioneer in Career Development Education

CUSCS has been actively providing and diversifying training in career development facilitation and services since May 2014. Nearly 1,100 professionals have been trained with over 700 of them having sought international credentials. Two signature career training programmes of global standards that CUSCS has introduced to Hong Kong are:

- ◆ Global Career Development Facilitator (GCDF) Programme launched in 2014
- ◆ Facilitating Career Development (FCD) Programme initiated in 2019



## A Strong Team of Trainers

The PCCDF Programme is taught by NCDA-credentialed Master Trainers and FCD Instructors, and experienced CUSCS trainers who are professionals from a diversity of career backgrounds.

## Tuition Fee

HK\$28,350\*

*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 or from the website **[www.cuscs.hk/careerdevelopment](http://www.cuscs.hk/careerdevelopment)**.

Please complete the enrolment form and attach photocopies of academic qualifications together with a crossed cheque of HK\$150 for the application fee and another crossed cheque of HK\$28,350 for the tuition fee, both made payable to "The Chinese University of Hong Kong".

Application can be made in person at CUSCS Learning Centres or by mail to the CUSCS Headquarter Office.

*Fees paid are not refundable unless the enrolled programme is full or cancelled.*

## Preparatory Workshops

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



香港中文大學專業進修學院

School of Continuing and Professional Studies  
The Chinese University of Hong Kong

## 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

*\*All CUSCS discounts and privileges are not applicable*

## Enquiries

Tel: 2209 0465/2209 0269

Fax: 2603 6565

E-mail: [pccdf@cuhk.edu.hk](mailto:pccdf@cuhk.edu.hk)

Website: [cuscs.hk/careerdevelopment](http://cuscs.hk/careerdevelopment)

