

Career Development

Calendar 2015-2016
(Revised March 2016)



After-degree Certificate or Diploma Program
careerdevelopment.concordia.ab.ca

Program Update

The Career Development program is no longer accepting new students and the program is being phased out. If you are an existing student and are interested in pursuing additional courses to complete your certificate or diploma, please contact Philipa Hardy at (780) 378-8461 or philipa.hardy@concordia.ab.ca.

Please note that existing and active students are required to submit their intention to complete additional courses through a student survey, obtained from Philipa Hardy, prior to February 29, 2016. Priority for additional courses will be given to students who both complete the survey on time and who have been active in the program since 2013.

Existing and active students who have been approved to pursue additional courses in the program, have until September 30, 2016 to submit course registrations and until March 31, 2017 to complete all course work, as per the course completion timelines listed in the Career Development calendar.

Overview

Career development is defined by the Canadian Standards and Guidelines for Career Development Practitioners as "the lifelong process of managing learning, work, leisure and transitions in order to move towards a personally determined and evolving preferred future."

As Canada's first provider of Career Development training, Concordia University of Edmonton's Career Development Practitioner program has earned an excellent reputation for preparing graduates to help others manage their learning, work, and life transitions.

The focus of this program reflects the rapidly changing field of career counselling. It also address the diverse realities of learning, work and transition. This program exposes students to individual and group facilitation. Topics such as career counselling theory and practice are presented through a blend of institute (in class study) and distance delivery opportunities. Upon completion students are prepared to deliver career practitioner services that are professional and informed. Participants learn to advise and counsel others on career planning, career change, and school-to-work transition.

Graduates meet national standards for Career Development Practitioners and are prepared for a variety of employment settings, from corporate career and human resources services to community agencies to educational and government institutions.

Career Development Practitioners

What do they do?

People often equate “career development practitioners” with “career counsellors”. Although career counselling can be a career path chosen by the career development practitioner, it is not the only choice available. Career development practitioners find employment in a number of related fields including:

- Program and Information Development
- Program and Information Delivery
- Counselling and Rehabilitation
- Labour Market Research
- Human Resources and Organizational Development
- Marketing, Promotions and Public Relations

Career development program graduates work with employment agencies, job re-entry programs, human resources offices, government departments, schools, colleges and universities

Options for Completing a Certificate or Diploma

Using the self-study format or a combination of self-study, formal instruction, and a practicum (diploma route only), participants will be able to refine existing skills and acquire new skills and knowledge.

On Site Delivery

Institutes provide students with the opportunity to join other participants from across Canada for on-site instruction. It should be noted that courses are not completed at the end of class time. Students complete most of the course work/assignments on their own through independent study and submit assignments as per distance study.

Self-Study (Distance)

Students may complete the majority of the courses for the certificate or diploma through distance study with the following exceptions:

- C540 Introductory Counselling Techniques (core requirement), and
- C545 Career Counselling Techniques (core requirement)
 - These two courses must be completed through Institute delivery. Please see the Institute registration form for upcoming institute sessions.

Important Notice: Additional institute sessions for both C540 and C545 have been scheduled to allow qualifying students the opportunity to complete these core requirements prior to the program closure. Please contact the Career Development Coordinator at (780)378-8461 or careerdevelopment@concordia.ab.ca for more information, or refer to the Institute Registration form for dates.

- Select optional courses. Please see the distance study registration form for course option availability.

Practicum (diploma students only)

Students wishing to complete the diploma must participate in a 160-hour practicum related to career development. The practicum component is designed to provide students with the opportunity to utilize the skills they have learned in the Career Development program. Students currently working in the field of career development who wish to complete their practicum at their place of employment must arrange to do a project that is not part of their current job description.

A practicum proposal must be submitted to the coordinator for pre-approval. The Career Development coordinator may assist students in finding a practicum placement, however, students are encouraged to research and secure a placement that meets their individual interests.

Admission Requirements

Important Notice

The Career Development program is no longer accepting new students.

Applicants must meet one of the following requirements:

- An undergraduate degree, or
- Related post-secondary diploma or certificate, or
- Experience in the field (5 years preferable)

To apply for entry in the Certificate/Diploma or Open Studies programs, you will need to complete the following:

- Complete the application form on page 5;
- Submit a current résumé and academic transcripts;
- Write a brief letter addressed to the Director of the Career Development program outlining your purpose for taking the program and the research you have conducted into the career development field; and
- Pay a one-time application fee of \$50.00

Open Studies

Prospective students who wish to take only one or two courses, or who do not have the required pre-requisites may enter the program as an “open studies” student.

PLAR (Previous Learning or Work Experience)

All applicants must have worked a minimum of five years and have validation of competencies accomplished in a related field by providing the following:

- A current resume
- A detailed letter of validation signed by former/current supervisor or employer.
- A detailed job description relevant to courses for which credit is sought.
- Additional supporting documents such as reports, learning portfolios, certificates, sample work, etc.
- Submit the \$100 non-refundable per course fee

INTERNATIONAL STUDENTS

Please contact our office at careerdevelopment.concordia.ab.ca for course fees.

Please note there is a one-time registration fee of \$100 for international students. International students are also responsible for any shipping/ mailing cost associated with the program. These fees will be assessed at time of admission.

International Registration Fee (one time only) \$100.00

Important Notice

The Career Development program is no longer accepting new students.

Application Form

I have included my non-refundable \$50 {\$100 international} registration fee (one-time only)

Personal Information

Surname (*Last Name*) _____
 Given Names _____
 Preferred Name _____
 Former Name(s) if applicable _____
 Date of Birth: (*Month / Day / Year*) _____ / _____ / _____ Gender:
 Male Female
 Marital Status _____
 Street/Box/Apartment Number _____
 City/Province _____
 Postal Code _____
 Country _____
 Phone (____) _____
 Alternate Phone (____) _____
 Email _____

Program Structure

Indicate the program into which you are seeking admission

- Certificate
 Diploma
 Open Studi

Previous Education

Will you have a university degree by the time you wish to enroll at Concordia? yes no
 If yes, specify degree and date received: _____

Have you previously attended Concordia University of Edmonton? yes no _____ year
 List all post-secondary institutions that you have attended or are currently attending:

Name of institution	Location – Province	Dates Attended	Language of Instruction
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been required to withdraw from a program of studies at post-secondary institution for academic or disciplinary reasons? yes no

If yes, please indicate institution: _____

Work Experience

Please list all work experience as it relates to the Career Development field:

Organization	Dates	Brief Description of Duties
_____	_____	_____
_____	_____	_____

Application Declaration

Read the Application Declaration carefully before signing the Application. Your signature must be original and in ink.

I certify that all statements made in connection with this application are true and complete in all respects and that no information has been withheld. I understand that misrepresentations, falsification of documents or withholding of requested information are considered serious offences which may result in the immediate cancellation of my admission and registration at Concordia University of Edmonton.

Applicant Signature: _____ Date: _____

Assignments, Transfer Credit

Course Completion Timelines

3 Credit Course*
6 months after
the official start date**

2 Credit Course
4 months after
the official start date**

1 Credit Course
3 months after
the start date**

***NOTE:** C540 Introductory Counselling Techniques and C545 Career Counselling Techniques course completion timelines will be announced by the instructor at the beginning of the institute.

****NOTE:** Start dates are based on the following:

- On-site Study (first day of class)
- Distance Study (registration date)

A course is considered incomplete if the assignments are not submitted within these deadlines.

Refunds

Distance: A partial refund (excluding the registration fee and materials fees) will be provided to the student only if s/he withdraws in writing, within 3 weeks of the registration date.

On-Site: A full refund (excluding the registration fee) will be provided if a student withdraws with 5 business days notice from the start of the course.

Transfer Credit

For courses to be considered transferable, they must be applicable to our program and have been completed within the past 5 years. For example, a basic counselling course from another accredited post-secondary institution must reflect the same skill set as Concordia's C540 *Introductory Counselling Techniques*.

Students are required to apply for "transfer credit" approval in order to obtain credit toward the Diploma or Certificate in Career Development. To be considered for transfer credit you must submit:

- A written request indicating the courses you have previously taken for credit and which career development courses you wish to apply the credit(s) toward;
- Course outlines, descriptions, and syllabi of courses previously taken must be included;
- Academic transcripts; and
- A \$52.00 fee per course.

PLEASE NOTE THAT THIS DOES NOT GUARANTEE TRANSFER CREDIT

Previous Work Experience / Prior Learning Assessments

Prior Learning/Work Experience

Students who have been working in the field of Career Development for a minimum of five years may apply for credit on a course-by-course basis. Students applying for previous work experience credit must forward detailed documentation of their experience in the course area. The following completed documentation is required:

- PLAR application form—available on our website at careerdevelopment.concordia.ab.ca
- Number of years working in a specific area
- Type of clients
- Successful client outcomes, skills and educational requirements
- Additional relevant material/supporting documentation
- A letter of support from your immediate supervisor
- \$104.00 assessment fee/course (your assessment will not be processed without payment)

Students must prove that they have the appropriate skills and are competent in the content area in order to receive credit. Please note that this does not guarantee prior learning/work experience credit.

PLEASE NOTE:

A maximum of 11 credits for Diploma students and 6 credits for Certificate students may be obtained through transfer credit and/or work experience / prior learning assessments.

Material Fees

#	Course	Material Fee	#	Course	Material Fee
C510	Theories of Career Development	\$250.00	S652	Creating Self-Portraits	\$25.00
C535	Career Development Resources	\$50.00		Development in Organizations	\$25.00
C540	Introductory Counselling Techniques	\$140.00		Job Development	\$35.00
C545	Career Counselling Techniques	\$75.00			
D521	The Nature of Work	\$65.00			
D620	CD for Diverse Populations	\$50.00			
D628	Work Search Skills	\$25.00			
D640	Workshop Facilitation	\$75.00			
D680	Consulting in Career Development	\$50.00			
D700	Project Management in CD	\$50.00			
D810	Coaching in Career Development	\$90.00			
S540	Ethical Practice in Counselling	\$65.00			
S610	Professional Development Strategies	\$25.00			
S625	Employability Skills	\$25.00			
S626	Educational Planning	\$25.00			
S641	Specific Career Assessment Tools	\$50.00			
S646	Learning Styles and the Adult Learner	\$50.00			
S648	Career Transitions	\$35.00			

Please note: Material fees are subject to change without notice. Additional costs may be assessed for shipping and handling.

Financial Information

Registration Fee (one time only) \$50.00

Course Fees

C510 \$597.00

C535 \$597.00

C540 \$597.00

C545 \$597.00

2 Credit Course \$ 464.00

1 Credit Course \$ 311.00

Practicum \$ 362.00 **

Fees in effect from July 1, 2015 to September 30, 2016

** Practicum fees are \$ 262.00 for students
whose secure their own practicum placements.

Please refer to the program calendar on the last
page for assistance in creating your preferred
schedule.

Course Descriptions

C510 Theories of Career Development

This course surveys the dominant theories of career choice and development with an emphasis on structural, process, and eclectic approaches. Students will be expected to describe and compare theories and to demonstrate how theories of career development can be implemented in practice.

Credits: 3

C535 Career Development Resources

This course ensures that practitioners are aware of the most current resources available. It provides training on how to assess the quality of a resource and how to utilize the correct resources for individual client needs.

Credits: 3

C540 Introductory Counselling Techniques

Participants will learn the fundamental skills for counselling. Understanding the role of a helper, the importance of relationship with clients, communication skills, managing the session, assessing client's concerns, and setting goals. This course is a prerequisite for C545. Students who have taken other university level counselling courses may apply for transfer and/or prior learning credit.

Credit: 3

C545 Career Counselling Techniques

The focus of this course is to apply career development theory and career counseling methods and interventions to practice. Participants will learn the specific objectives of career counselling and the important skills applied in the process. Strategies, activities, and resources that can be used with clients will be explored. Students will be expected to practice and demonstrate effective career counselling techniques.

Credits: 3

D521 The Nature of Work

Career development practitioners need to be exceptionally skilled at keeping on top of the nature of work as well as assisting clients to find relevant information about work. This course enables participants to analyze work dynamic trends.

Credits: 2

D620 Career Development for Diverse Populations

Participants will learn key concepts and practices related to employment equity, multi-cultural counselling, and multi-group counselling. In particular, participants will learn a process for examining and challenging their own assumptions, worldviews, and values so that they may better understand the orientation of others.

Credits: 2

D628 Work Search Skills

Students learn how to assist clients through various work search phases by using themselves as the client and then applying what they have learned to various case situations. Some of the topics covered include job readiness, self-assessment, resumes, and cover letters.

Credits: 2

D640 Workshop Facilitation

This course will assist in the development and/or enhancement of the skills and knowledge necessary to prepare for and deliver quality learning experiences to groups. Participants will develop an understanding of the needs of adult learners and learn techniques that incorporate these needs into workshop design and delivery.

Credits: 2

D680 Consulting in Career Development

Participants will explore the characteristics and attributes of an effective consultant, understand what's involved in becoming self-employed, explore personal characteristics and motivators while understanding techniques for providing effective consulting services.

Credits: 2

D700 Project Management in Career Development

Many practitioners become involved in project work in either the creation of programs or development of new concepts or products. This course will provide an understanding of project management and assist in the development of crucial skills and knowledge required for successful project management.

Credits: 2

D810 Coaching in CD

Coaching is a learned set of specific skills and competencies. The primary focus of coaching is to align with the client in the creation of actionable strategies for client's self-discovery and achievement of specific goals. The emphasis is in a coaching relationship in action, accountability and follow-through. Participants will learn the language of coaching and practice coaching skills for application in career development.

Credits: 2

S540 Ethical Practice in Counselling

Professional behavior is essential in any counselling relationship. This course educates career practitioners regarding ethical guidelines, ethical issues and violations of counselling ethics. Course content includes ethics in relation to models for ethical decision-making, the counselling relationship, testing and research, consultation and private practice, and counsellor preparation standards.

Credits: 1

Course Descriptions (cont'd)

S610 Professional Development Strategies

It is vital for a practitioner in career development to continue with self-directed development. This course provides a method for self-evaluation and a framework of activities to develop skills and interests, keeping up with the newest developments, and being innovative.

Credits: 1

S625 Employability Skills in Career Counselling

This course focuses on the personal and attitudinal skills necessary for individuals attempting to enter today's competitive entry-level market. Participants will become familiar with these skills and learn how to manage development of these skills in career planning with clients.

Credits: 1

S626 Educational Planning

The relationship between career and educational planning, sources of educational program information, and funding sources and guidelines are covered.

Credits: 1

S641 Specific Career Assessment Tools

This course provides career practitioners with an introduction to the MBTI (Myers Briggs Type Indicator) to help clients become aware of how their preferences influence career choices. Participants will have the opportunity to examine their own preferences and be guided through the administration and interpretation of these results.

Credits: 1

S646 Learning Styles and the Adult Learner

Participants will have the opportunity to discover their personal learning styles, right/left/whole brain preference, and individual feedback needs. Self-esteem, learning, memory, reading, and mind mapping are explored. Adult learners' needs are addressed and facilitation strategies are explored.

Credits: 1

S648 Career Transition

The world is changing at a rapid pace, and career development practitioners must lead their clients through this process of change. This course provides an understanding of the models of change and how to use these models with clients experiencing career transitions.

Credits: 1

S652 Creating Self-Portraits

Creating self-portraits provides an efficient means for structuring a client's career goals, needs, and abilities. This course enables practitioners to use this technique to help clients organize personal information, plan their careers, and conduct job searches by utilizing their portraits.

Credits: 1

S660 Career Development in Organizations

Private and public organizations are becoming increasingly aware of the importance of career development in relation to organizational success. This course provides an overview of career development practices within organizations. It specifically examines the ways in which career development can be integrated into day-to-day workings of organizations.

Credits: 1

S684 Job Development

This course provides an overview of what job development is. It discusses the "how and why" of job development with a strong emphasis on establishing relationships with employers and clients.

Credits: 1

B810 PRACTICUM

The goals of the practicum include integrating theory into practice, providing opportunities to develop a network of people working in the field, promoting self-directed activities, and providing skill training and encouragement for the cultivation of professional development after graduation.

Credits: 4

Career Development Distance Registration Form - 2016

Concordia University Of Edmonton • Certificate or Diploma in Career Development

Contact Information

7128 Ada Boulevard, Edmonton, AB T5B 4E4
 www.careerdevelopment.concordia.ab.ca
 E-mail: careerdevelopment@concordia.ab.ca

Phone: (780) 413-7806
 Fax: (780) 474-1933
 Toll Free: 1 866 479-5200 Ext 806

Please Complete in Full

Concordia Student ID# _____

Name (Mr. / Mrs. / Ms. / Miss) _____

Street _____

City/Province _____

Postal Code _____

Home Phone _____

Date _____

Email _____

Course Selection: Includes Course Fee and Material Fee

Please Check Course(s)

<input type="checkbox"/> C510 Theories of Career Development	\$597 + \$250	<input type="checkbox"/> D700 Project Management in CD	\$464 + \$50
<input type="checkbox"/> C535 Career Development Resources	\$597 + \$50	<input type="checkbox"/> S540 Ethical Practice in Counselling	\$311 + \$65
<input type="checkbox"/> D521 The Nature of Work	\$464 + \$65	<input type="checkbox"/> S610 Professional Development Strategies	\$311 + \$25
<input type="checkbox"/> D620 CD for Diverse Populations	\$464 + \$50	<input type="checkbox"/> S625 Employability Skills in Career Counselling	\$311 + \$25
<input type="checkbox"/> D628 Work Search Skills	\$464 + \$25	<input type="checkbox"/> S626 Educational Planning	\$311 + \$25
<input type="checkbox"/> D640 Workshop Facilitation	\$464 + \$75	<input type="checkbox"/> S652 Creating Self Portraits	\$311 + \$25
<input type="checkbox"/> D680 Consulting in Career Development	\$464 + \$50	<input type="checkbox"/> S660 Career Development in Organizations	\$311 + \$25
<input type="checkbox"/> D810 Coaching in Career Development	\$464 + \$90	<input type="checkbox"/> S684 Job Development	\$311 + \$35
		<input type="checkbox"/> B810 Practicum (* \$250 if you secure your own)	\$362.00*

Additional fees may be assessed for shipping and handling.

Fees in effect from July 1, 2015 - September 30, 2016

Method of Payment

Please indicate method of payment. Make cheques payable to Concordia University of Edmonton. A non-refundable \$50.00 registration fee (one-time only) must be paid by all new students. All fees must be paid prior to the start of the course(s).

Please check: one-time registration fee enclosed or previously paid.

INTERNATIONAL STUDENT Please contact our office regarding payment.

Course Fee(s)	\$ _____	<input type="checkbox"/> Visa	Visa/MC/AMEX No. _____
	\$ _____	<input type="checkbox"/> MC	Expiry _____
	\$ _____	<input type="checkbox"/> AMEX	Signature _____
Material Fee(s)	\$ _____	<input type="checkbox"/> Cheque	
	\$ _____	<input type="checkbox"/> Money Order	
	\$ _____	<input type="checkbox"/> Cash	
Total Payment	\$ _____	<input type="checkbox"/> Funded	

If funded, please provide sponsorship confirmation letter which includes the complete address, department, contact name, and purchase order number, if applicable. Please note that applicable refunds will issued back to the third party.

Name of Funding Organization _____

For Office Use Only: Shipping Date: _____

Start Date: _____

Career Development Institute Registration Form- 2016

Concordia Student ID# _____ Date _____
 Name (Mr./Mrs./Ms./Miss) _____
 Street _____
 City / Province _____ Home Phone _____
 Postal Code _____ Email _____

Course Selection: Includes Course Fee and Material Fee

Course #	Course Name	Date	Fees
C510	Theories of Career Development	January 25, 26&27, 2016	\$597 + \$250 = \$847
D810	Coaching in Career Development	March 17&18, 2016	\$464 + \$90 = \$554
C545	Career Counselling Techniques	March 21, 22&23, 2016	\$597 + \$75 = \$672
C540	Introductory Counselling Techniques	May 11, 12&13, 2016	\$597 + \$140 = \$737
S660	Career Development in Organizations	June 20, 2016	\$311 + \$25 = \$336
D628	Work Search Skills	June 21&22, 2016	\$464 + \$25 = \$489
D700	Project Management in CD	June 23&24, 2016	\$464 + \$50 = \$514
C545	Career Counselling Techniques	September 28, 29&30, 2016	\$597 + \$75 = \$672

Please indicate method of payment below. Make cheques payable to Concordia University of Edmonton. All fees must be paid prior to the start of the course(s). *Please note that registration will not be confirmed until payment is received.*

Course #	Course & Material Fee	Total	<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Funded
_____	_____	_____	Credit Card Number _____
_____	_____	_____	Expiry Date _____
_____	_____	_____	Signature _____
_____	_____	_____	
_____	_____	_____	

If funded, please provide sponsorship confirmation letter or purchase order number, which includes the complete address, department & contact name. Please note that applicable refunds will be issued back to the third party.

Name of Funding Organization _____

For Office Use Only _____ Start Date _____

Diploma or Certificate in Career Development Calendar 2015-2016

Program Planner

To receive a certificate in Career Development you are required to complete 19 credits consisting of the 5 core courses, 2 D-level courses and 2 S-level courses for a total of 9 course (19 Credits)

The diploma builds upon your completed certificate. To obtain the diploma you will need to complete the practicum and a variety of option courses to complete the remaining 14 credits required.

Certificate in Career Development Courses

Core Courses

(students must complete all 13 credits of core courses)

C510 Theories of Career Development	Credits 3
C535 Career Development Resources	Credits 3
C540 Introductory Counselling Techniques	Credits 3
C545 Career Counselling Techniques	Credits 3
S540 Ethical Practice in Counselling	Credits 1

Optional Courses

We recommend the following course options for the completion of the certificate. You must complete two 'D' level and two 'S' level for completion of the certificate.

D628 Work Search Skills	Credits 2
D640 Workshop Facilitation	Credits 2
S610 Professional Development Strategies	Credits 1
S660 Career Development in Organizations	Credits 1

Total Credits Required for a Certificate: Credits 19

Diploma in Career Development Courses

Core Courses

(students must complete all 17 credits of core courses)

C510 Theories of Career Development	Credits 3
C535 Career Development Resources	Credits 3
C540 Introductory Counselling Techniques	Credits 3
C545 Career Counselling Techniques	Credits 3
S540 Ethical Practice in Counselling	Credits 1
B810 Practicum (160 hours)	Credits 4

Optional Courses

Choose from the following to equal a total of 16 credits

D521 The Nature of Work	Credits 2
D620 CD for Diverse Populations	Credits 2
D680 Consulting in Career Development	Credits 2
D700 Project Management	Credits 2
D810 Coaching in Career Development	Credits 2
S625 Employability Skills	Credits 1
S626 Educational Planning	Credits 1
S641 Specific Career Assessment Tools	Credits 1
S646 Learning Styles and Adult Learner	Credits 1
S648 Career Transitions	Credits 1
S652 Creating Self Portraits	Credits 1
S684 Job Development	Credits 1

Total Credits Required for a Diploma Credits 33