



Diploma in Career Guidance 2012

An online distance programme delivered in association with Skills Update Training Institute

Gain the training and qualifications required to practice career guidance in schools, employment agencies, personnel departments, or in private consultancy;

This comprehensive programme can prepare you for professional membership of the Career Development Association of New Zealand;

You can start at any of the entry points during the year and work at whatever pace fits in with your other commitments. Most students are able to complete the diploma within two years, if studying part-time.

Graduates will be able to work in the field of career guidance, suited to New Zealand needs. You will be able to provide a thorough, professional service to clients and be equipped with the professional knowledge skills, and attitudes to practice career guidance in schools, employment agencies, personnel departments, or in private consultancy.

Entry points in 2012:

- February
- May
- August
- November

This information pack includes more information about the Diploma in Career Guidance programme, the course content, programme length and commitments, future career pathways, fees and associated costs and student support services.

We welcome the opportunity to discuss your study options with you – if you would like to talk to a member of staff you are welcome to make an appointment. Please contact Skills Update Training Institute in Auckland on ph 0800 900 850 or email careerguidance@nmit.ac.nz

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Skills Update Training Institute (SUTI)

Founded in 1991, Skills Update Training Institute (SUTI) is a dynamic training organisation with one of the widest ranges of accreditation among New Zealand private Training establishments. The organisation operates from seven branches and trains individuals for employment in various industries.

SUTI courses aim to develop students' skills and knowledge whilst addressing identified needs within industry. SUTI is a Private Training Establishment, registered and accredited by the New Zealand Qualifications Authority and also offers programmes in partnership with the Nelson Marlborough Institute of Technology (NMIT).

Career Pathways

Graduates of this Diploma will be able to work in the field of Career Guidance, suited to New Zealand needs. They will be able to provide a thorough, professional service to clients and would be well equipped with professional knowledge, skills, and attitudes to practice career guidance in schools, employment agencies, personnel departments, or in private consultancy.

The Diploma in Career Guidance represents an addition to the Social Sciences range of programmes currently offered by NMIT

Programme Summary

Qualification	Diploma in Career Guidance
Programme Level*	6
Programme Length	40 weeks full time, or part time equivalent
Programme Structure	Sixteen 7.5-credit courses
Study Options	Part time or full time
Class Times	Flexible, online delivery
Total Credits	120 credits
Campus	Online distance delivery
Contact Hours per Week	Varies
Self-Directed Study	Varies
One Credit Means	10 learning hours, which includes both directed and self-directed learning

*The New Zealand Qualifications Framework has 10 levels, with 1 being the least complex and 10 the most. Levels depend on the complexity of learning. Levels 1-3 are of approximately the same standard as senior secondary education and basic trades training. Levels 4-6 approximate to advanced trades, technical and business qualifications. Levels 7 and above approximate to advanced qualifications of graduate and postgraduate standard. For more a more detailed explanation, go to: <http://www.nzqa.govt.nz/studying-in-new-zealand/nzqf/nzqf-levels/>.

Fees / Costs

Fees for 2012 are yet to be confirmed, as a guide the fees for 2011 were:

Course Fees:	NZ / Australian Residents
To complete the programme (= 16 courses)	\$ 596.00*

*Fees listed are indicative only and may vary with course selection. Exact fees can be confirmed as part of your application. Fees should be paid before the start date of your programme.

Additional Costs

Text books, computer with internet access and, stationery are all the responsibility of the student.
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Student Finance

For information regarding student finance please contact StudyLink (WINZ) on 0800 88 99 00 for eligibility criteria or visit www.studylink.govt.nz.

Please note that student allowances and loans are not available for international students.

Scholarships

Scholarships available at NMIT each year include:

- Nelson Marlborough Institute of Technology Scholarships;
- Nelson and Marlborough Region Scholarships;
- National Scholarships.

Up to date information on scholarships can be found on our website at www.nmit.ac.nz/scholarships, or you can request your copy of the NMIT Scholarships brochure from the Information and Enrolment Centre on 0800 422 733.

Please note that Scholarships are not available for international students.

SANITI

SANITI is an independent Student Association. SANITI provides an independent advocacy and support service, representation service and host regular, social events across NMIT. Free membership for 2012. For further information contact SANITI on (03) 546 2425 or email: saniti@xtra.co.nz.

Entry Requirements

Academic Requirements

Applicants under 20 years

- 48 credits at NCEA level 2 across four subjects, with a minimum of twelve credits in English, or equivalent.

Applicants 20 years and over

- Relevant documented work experience.

All Applicants

All applicants must have a level of English sufficient to be able to study at this level i.e. English oral and written expression at Year 12 standard or equivalent. Applicants whose first language is not English should have:

- an IELTS overall Academic score of at least 6.0 issued within the last two years; or equivalent.

This programme is predominantly online. You will be required to have basic computer skills and access to a computer and the internet via at least a broadband connection.

Industry-Based Learning

There are work-based components in three of the courses in the programme:

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- CRS611 Professional ethics and careers work with groups and organisations.
- CRS613 Reporting to clients, and job search skills.
- CRS615 Understanding Diverse cultures in New Zealand

This will involve 25 hours of work-based learning for each course.

Programme Structure

The NMIT Diploma in Career Guidance is fully online and distance delivered, and is a 120 credit, Level 6 programme.

The programme is structured into sixteen 7.5-credit courses. (1 credit represents approximately 10 hours of total learning). Each course reflects learning for a specific area within career guidance.

All courses are compulsory for the award of the qualification, see in table below:

Course Code	Course Title	NMIT Credits	Level
CRS401	Introduction and History of Career Guidance	7.5	4
CRS502	Theories of Career Guidance	7.5	5
CRS503	The World of Work	7.5	5
CRS504	Counselling I	7.5	5
CRS505	Counselling II	7.5	5
CRS506	Introduction to Assessment in Career Guidance	7.5	5
CRS607	Measuring Interests and Skills	7.5	6
CRS608	Personality Assessment and Computerised Guidance Systems	7.5	6

CRS609	Planning and the Career Guidance Interview	7.5	6
CRS610	Career Development Stages, and Special Groups	7.5	6
CRS611	Professional Ethics and Careers Work with Groups and Organisations	7.5	6
CRS612	Occupational and Educational Information	7.5	6
CRS613	Reporting to Clients and Job Search Skills	7.5	6
CRS614	Careers Education in Schools	7.5	6
CRS615	Diverse Cultures in New Zealand	7.5	6
CRS616	Career Guidance Review	7.5	6
Total NMIT Credits		120	

Pre-requisites for Courses

Entry into a course is subject to entry requirements including pre-requisites being met. The course descriptor for each course includes the entry requirements for that course including pre requisites. A pre-requisite is a course which normally must be passed, credited or exempted before a person may enrol in a specified course.

Forms of Assessment

In this programme the results of all assessments count towards a final grade. Forms of assessment may include online written and verbal quizzes and tests, projects; written or practical, observation of skills (in simulated or real practical situations) and online self-review.

Recognition of Academic Credit

Students may apply to have relevant experience or qualifications recognised as academic credit for courses within this programme. Methods of recognition include Recognition of Prior Learning (RPL) and Cross-Credit.

Please contact the Skills Update Training Institute to discuss your specific RPL / Cross Credit details on 0800 900 850.

Accreditation

Nelson Marlborough Institute of Technology is an accredited tertiary education provider under the provisions of the Education Act 1989.

Student Support Services

At NMIT we offer free and confidential support and advice to all students. The Student Support Team are dedicated to ensuring students are able to access assistance whenever the stresses and strains of study or home life become too much.

NMIT Online

The NMIT website provides access to information about all of our programmes and courses, student support information and remote access to your NMIT email address.

NMIT Online is an extensive online resource that includes access to specific course content and additional learning and research resources. All students have access to this service, which can positively enhance their learning experience.

Transfers, Withdrawals and Refunds

Enrolled students should contact their Programme Area administrator immediately if they are planning to withdraw or transfer onto another programme or course. You have 3 weeks to transfer, or withdraw without any financial penalties.

Disclaimer

Please note: The information in this publication is provided for your information and guidance. Every effort has been made to ensure it was accurate at the time of publication, but for the most up-to-date information, contact 0800 4 CAREER. Please note that all programmes are run subject to sufficient student numbers.

Appendix

Brief Course Descriptors

CRS401 Introduction and History of Career Guidance	7.5 credits
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Pre-requisites:	None
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This course develops conceptual, theoretical, and historical understanding of Career Guidance.

CRS502 Theories of Career Guidance	7.5 credits
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Pre-requisites:	None
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This course develops knowledge and understanding of theories of career guidance and their practical application to the practice of career guidance.

CRS503 The World of Work	7.5 credits
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Pre-requisites:	None
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This course enables students to develop knowledge and understanding of the New Zealand economy, its occupational structure; major industries and sectors; and recent changes in the nature and organisation of work; and assess the likely impact of those changes for the future.

CRS504 Counselling I	7.5 credits
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Pre-requisites:	None
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This course introduces students to counselling skills and their application in the career guidance process.

CRS505 Counselling II	7.5 credits
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Pre-requisites:	None
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This course enables students to understand and use appropriately, confrontation, teaching and referral in counselling; and develop and use action plans.

CRS506 Introduction to Assessment in Career Guidance	7.5 credits
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Pre-requisites:	None
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This course enables students to develop a critical understanding of the role of assessment and testing within the practice of career guidance and to be able to apply assessment tools to measure general ability / intelligence.

CRS607 Measuring Interests and Skills	7.5 credits
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Pre-requisites:	None
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This course enables students to develop knowledge of systems for classifying occupations into groups and the range of interest inventories and skill tests available in New Zealand and their relative value.

CRS608 Personality Assessment and Computerised Guidance Systems **7.5 credits**

Pre-requisites: None

This course enables students to develop an awareness of work related values, personality assessment tests and computerised guidance systems and their practical application to career guidance.

CRS609 Planning and the Career Guidance Interview **7.5 credits**

Pre-requisites: None

This course enables students to develop skills in planning and carrying out the delivery of career guidance services and the career guidance interview.

CRS610 Career Development Stages and Special Groups **7.5 credits**

Pre-requisites: None

This course develops an understanding of career development stages and the special needs of different groups.

CRS611 Professional Ethics, and Careers Work with Groups and Organisations **7.5 credits**

Pre-requisites: None

This course develops an understanding of professional ethics and conduct and enables students to promote the career development of clients in educational institutions and other organisations.

CRS612 Occupational and Educational Information **7.5 credits**

Pre-requisites: None

This course enables students to develop knowledge of a range of educational and occupational information useful to the career guidance process.

CRS613 Reporting to Clients and Job Search Skills **7.5 credits**

Pre-requisites: None

This course enables students to prepare oral and written reports which are sensitive, ethical and useful to clients, and assist clients in job search skills and strategies.

CRS614 Careers Education in Schools **7.5 credits**

Pre-requisites: None

This course enables students to gain knowledge and understanding of what makes a career education programme effective at different levels in schools.

CRS615 Diverse Cultures in New Zealand **7.5 credits**

Pre-requisites: None

This course enables students to develop an understanding of the cultural diversity of New Zealand, particularly of Maori and Pacific Island people.

CRS616 Career Guidance Review **7.5 credits**

Pre-requisites: CRS401 to CRS615

This course enables students to review the principles and practices covered in this programme and how to establish an independent career guidance service.

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