Professional Certificate in Career Development Facilitation

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
Programme Structure

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.

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.

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.

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.

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.

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.

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

- Professional Certificate in Career Development Facilitation
- Fulfill CCSP renewal requirement for Continuing Education Units (CEUs)
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

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.

A Strong Team of Trainers
The 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$25,000

*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 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$25,000 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.

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**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: pccdf@cuhk.edu.hk  
Website: cuscs.hk/careerdevelopment

*All CUSCS discounts and privileges are not applicable*