



Certificate in Careers Leadership

May 2017





CDI Academy

As the professional body for the sector the CDI is delighted that following OCR Approval in February 2017 the CDI Academy can now offer the full range of QCF qualifications in career information, advice, guidance and development.

In the modern curriculum a Careers Leader provides or advises on strategic leadership and quality assurance.

In response to demands from the sector and the growing awareness amongst politicians and stakeholders of the role of Careers Leaders in schools/colleges, we have decided to start our delivery with the CDI Level 6 Certificate in Careers Leadership.

During 2017 we will be launching further certificate programmes including the Certificate in Career Guidance Theory, achievement of which for holders of the NVQ Level 4 in Advice and Guidance or LDSS undertaken before 2011 will enable them to apply to join the UK Register of Career Development Professionals.



Certificate in Careers Leadership

There is significant government and stakeholder support to see the role of Careers Leader as central to improving career education and guidance in our schools/colleges and the school improvement agenda.

In the modern curriculum a Careers Leader provides or advises on strategic leadership and quality assurance and co-ordinates internally and networks externally to provide a coherent programme of careers education and guidance. This includes: providing initial careers information and advice; securing access to personal career guidance; providing career education and promoting subject teaching linked to careers; facilitating encounters with employers and with education and training providers.

The Gatsby benchmarks will be central to the new Career Strategy and the units of this certificate will contribute to a demonstration of how the Gatsby Benchmarks can be met, especially Benchmark 1: a stable careers programme.

We have carefully mapped the programme to both the Gatsby Benchmarks and Quality in Careers Standard to ensure that you will be covering topics and issues that relate to currently used frameworks of best practice.

Importantly this certificate programme will be useful for any organisation using the Compass, careers benchmarking tool, and those aiming to achieve or revalidate the Quality in Careers Award.

The CDI Certificate in Careers Leadership provides essential training for people who are either new to the career leadership role or who have many years of experience and would like to have accreditation for their work.

The certificate consists of the following three QCF Level 6 units:

- Plan and design career-related learning programmes;
- Lead and manage career development work in an organisation;
- Continuously improve career development work in an organisation.

No previous qualification is required, but appropriate workload, academic ability and commitment to study at Level 6 are needed. You must be a member of the CDI to undertake this qualification.

What you will be expected to do

Taught days

For each of the three units, attendance at a live training day **will be required**. These taught days, delivered by experienced career development professional, Kath Wright, will cover the knowledge and skills that you will be expected to evidence in order to demonstrate your competence.

Assessment

At the training day you will meet your Assessor (Claire Nix, Mark Yates or Kath Wright) who will subsequently meet with you virtually or in some cases in person. They will explain assessment arrangements, how they will monitor your progress and explain how to use OneFile to house your evidence. They will agree a realistic timescale with you to produce your evidence and for this to be assessed.

OneFile is the online portfolio system which is used by all of our candidates.

They will also help you to access further information/resources of relevance to this

unit, find out if you have any additional needs and discuss how as the assessor they can best support you.

Methods of Assessment

The following are all acceptable sources of evidence for assessment and you will agree which ones to use with your Assessor: Observation; Questioning; Professional discussion; Work products; Witnesses testimonies; Personal statement; Assignments, Tasks and Projects.

Internal Verification

Following successful assessment of your evidence this will be internally verified by the CDI Professional Development Manager, Claire Johnson and then submitted to OCR for external verification. If successful you will then receive your OCR certificate for this unit. The same process applies for all three units.

Certification

On successful completion of the three units and as a Career Development Institute member you will be awarded the CDI Certificate of Careers Leadership. If you are a qualified teacher you will also be able to apply to join the UK Register of Career Development Professionals. If you have a different combination of qualifications please contact claire.johnson@thecdi.net for details of the Alternative Qualifications route to the Register.

Added Value

All candidates will receive a bespoke workbook for each of the units; the opportunity to attend specific CDI webinars; join a Community of Interest for Careers Leadership candidates and the chance to hear talks as part of the training days from national experts.

The Gatsby benchmarks will be central to the new Career Strategy and the units of this certificate will contribute to a demonstration of how the Gatsby Benchmarks can be met.



Timescales

Cohort 1

Unit Title:	Training Day:	Submit unit by:
Unit 23: Plan and design career-related learning programmes	Tuesday 6th June 2017	29th September 2017
Unit 21: Lead and manage career development work in an organisation	Wednesday 20th September 2017	8th December 2017
Unit 22: Continuously improve career development work in an organisation	Thursday 1st February 2018	27th April 2018

Cohort 2

Unit Title:	Training Day:	Submit unit by:
Unit 23: Plan and design career-related learning programmes	Tuesday 10th October 2017	12th January 2018
Unit 21: Lead and manage career development work in an organisation	Wednesday 31st January 2018	20th April 2018
Unit 22: Continuously improve career development work in an organisation	Thursday 3rd May 2018	6th July 2018

Cohort 3

Unit Title:	Training Day:	Submit unit by:
Unit 23: Plan and design career-related learning programmes	Tuesday 16th January 2018	23rd March 2018
Unit 21: Lead and manage career development work in an organisation	Wednesday 25th April 2018	22nd June 2018
Unit 22: Continuously improve career development work in an organisation	Tuesday 28th June 2018	14th September 2018

Venue

Central Birmingham, hotel to be confirmed. Other venues to be agreed according to demand.

If you have a group of 10 or more participants in a particular location please contact claire.johnson@thecdi.net as we are keen to offer local training where numbers permit.

Costs

Each unit costs £305 plus VAT. This covers the training day, assessment, internal and external verification, registration and certification with OCR and registration and use of OneFile.

You may undertake one, two or all three units but will need to have successfully passed all three units to be awarded the CDI Certificate in Careers Leadership.

Not sure about committing to the full qualification?

If you would like to simply attend the training day for your own CPD and not undertake the qualification, if space allows it might be possible for individuals to join the training days without pursuing accreditation. The costs for this option are £145 plus VAT for CDI members and £195 plus VAT for non-members.

Booking

To book and pay please go to: <http://www.thecdi.net/Skills-Training-Events/CDI-Certificate-in-Careers-Leadership/46854>

If you intend to undertake the qualification, please book all training dates from within the same cohort grouping.

For more information on any aspect of the CDI Academy and confirmed or potential training programmes, please contact claire.johnson@thecdi.net



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