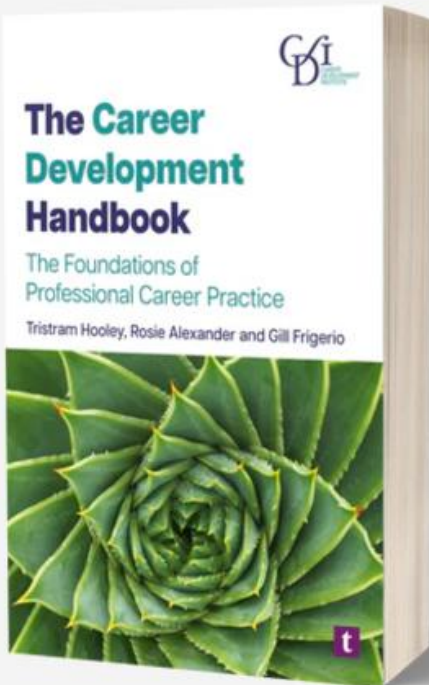


Introducing the
career development
handbook

TRISTRAM HOOLEY
ROSIE ALEXANDER
GILL FRIGERIO

CDI Webinar
28th Jan 2025

Discount for attendees at the webinar



- ▶ Use discount code **CDH25** to get a 25% discount off the book.
- ▶ Order from <https://trotman.co.uk/products/the-career-development-handbook>



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Who we are

Overview



The book



Chapter 4 -
Contexts



Chapter 6 - Theory

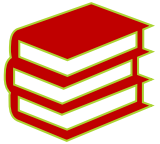


Chapter 10 –
Organisations and
Systems



Reflections

Overview



The book



Chapter 4 -
Contexts



Chapter 6 - Theory



Chapter 10 –
Organisations and
Systems



Reflections

What the book covers

Chp 1 Exploring careers and the career development profession

Chp 2 Studying to become a career development professional

Chp 3 The role of the career development professional

Chp 4 The context for careers work

Chp 5 Understanding guidance systems

Chp 6 Making use of career theory

Chp 7 Career Coaching and counselling

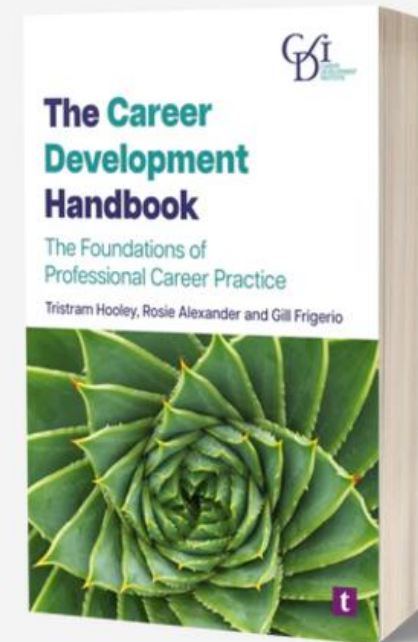
Chp 8 Careers education

Chp 9 Using career information, resources and tools

Chp 10 Working with organisations and systems to support career development

Chp 11 Leading career development services

Chp 12 Reflecting and moving forwards






Key messages

As a career development professional you stand on the shoulders of generations of other who worked to improve the lives of individuals, to reform the education and employment system and to make the world a better place. You are also part of a massive international family of professionals working to support other in the development of their careers. This work matters for individuals, for organisations and for societies. (p.7)

This book is a handbook for career development professionals. In it you will learn a lot about careers, how people develop their careers, what we, as career development professionals, can do to help people in their career development and how the career development profession works and what its many challenges are. (p.1-2)



ONE INTEGRATED VOLUME
COMPREHENSIVE COVERAGE
STUDY SKILLS FOR TRAINEES
THOUGHT PROVOKING
REFRESHER FOR EXPERIENCED
PROFESSIONALS
A USEFUL TEXTBOOK AND
REFERENCE POINT FOR THOSE
INVOLVED IN THE TRAINING
OF PROFESSIONALS

Aims of the book

Key features of the book



Glossary



Detailed reference list (everything you ever need to read)



Each chapter includes

Resources
Reflections
Case studies
In a nutshell

Overview



The book



**Chapter 4 -
Contexts**



Chapter 6 - Theory



Chapter 10 –
Organisations and
Systems



Reflections

The Contexts for Career Development

The labour market



- Understanding the labour market
- Occupations
- Industries
- Skills

The education and training system



- Educational frameworks
- Types of education
- VET

Client contexts



- Welfare systems
- Educational support
- Employment rights



Reflection

Think about your experiences of career development. What kind of opportunities were available to you at school and when you first entered the workplace?

- What qualifications did you obtain?
- What educational or work opportunities were available to you after school?
- What kinds of training or career pathways were available?

How might these be different from clients you might work with as a career development professional?

Reflection on context



Resources

You should make sure that you are familiar with the qualifications framework in your country, as this is important for understanding the way that qualifications are structured.

- To find out more about the RQF in England, Wales and Northern Ireland, you can look at <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>.
- You can find information about the Scottish Credit and Qualification Framework (SCQF) at <https://scqf.org.uk/>.
- And the European Qualifications Framework (EQF) at <https://europa.eu/europass/en/europass-tools/european-qualifications-framework>.

To get a better understanding of the apprenticeship system in the UK, Ben Rowland's *Understanding Apprenticeships* is invaluable.

Resources



CASE STUDY

Tina is currently unemployed and claiming benefits (universal credit). She has an agreement as part of her benefits claim to engage in a certain number of job search activities every week and has regular meetings with her job centre adviser to support and monitor her activities. As Tina has expressed uncertainty about what kind of job would suit her, her job centre adviser refers her to speak to James, a careers adviser with a local service.

James speaks to Tina about her background and her interests and helps her clarify the specific kinds of work that might suit her. This conversation helps Tina to focus her job search in a specific area – administrative work. Together, James and Tina explore various local options, and Tina identifies a specific job at a specific local company she is interested in. She expresses concern, however, over whether the job would allow her the flexibility to pick up and drop off her children at school and about whether she could access time off to support one of her children who has ongoing health issues. James discusses her options with her. He explains that as a parent, she has some rights at work to have time off to care for children. He also explores her preference around working hours and identifies that she would ideally like part-time work. He explains that in this case, she has a number of options:

Case study



In a nutshell

This chapter has discussed the contexts within which people develop their careers. It has argued that

- career development professionals help individuals to navigate the world of work and, therefore, an understanding of the labour market is essential;
- labour markets can be understood and analysed in different ways, but common conceptual tools include the ideas of occupations, industries and skills;
- the education system has a key role to play in the labour market as it generates knowledge and skills that are important for employers and employees. Structures of education vary internationally, but there are broad commonalities;
- as well as an understanding of the labour market and the education system, career development professionals also need a good understanding of the wider contexts in which individuals make decisions. This includes an understanding of the welfare system, educational funding and employment rights; and
- as careers provision is often supporting people to address not just their current circumstances but to think about their futures, understanding how the labour market is changing is also essential.

In a nutshell

Overview



The book



Chapter 4 -
Contexts



Chapter 6 - Theory



Chapter 10 –
Organisations and
Systems



Reflections

The basic concepts in career theory

The self

- Measuring and describing personality
- Narrative
- Development

The relationship between the self and the world

- Matching
- Decision making
- Adaption
- Changing the world

The world

- Society
- Family, community and culture
- Luck, chance and chaos



Reflection

What are the basic folk theories and beliefs that you hold about how careers work? Ask yourself some questions such as:

- How important is an individual's personality to their career?
- How important is the world within which they live, work and build their career?
- How do the psychological and social aspects of career come together?
- How far is it possible to plan a career, and how far does it just happen?

You will probably find that you have some strong opinions on some of these questions and less clarity on others. Where you have a notion of how this works already, we bet that you will find a theory that puts that into words. Where you aren't so clear, hopefully, engaging with theory will introduce you to new ways of thinking and expand your ideas about what is possible. The important thing is to reflect on the relationship between your current thinking and the new ideas that you are encountering.

Reflection on theory



CASE STUDY

Shona remembers learning about a lot of different theories during her training. At the time, it felt almost impossible to make sense of. There were a lot of interesting ideas, but it was like swallowing an encyclopedia.

But now that she is back in practice, ideas from the theory module keep popping back into her head. So, she recognises that Petr's story about his career journey from Poland to the UK is a narrative. He's got used to telling it as a tale of failure, but she can use career construction theory and life design to talk explicitly about the way he is creating this narrative and then encourage him to experiment with talking about his life differently. Most importantly, she uses this to help him focus on the future and design his life by building a new kind of (more positive and optimistic) narrative about the future.

Yesterday she met Orla, who was desperate for another job because she was feeling really uncomfortable at her current workplace. Rather than starting to focus on matching Orla to another job, Shona drew on ideas from career guidance for social justice and talked about how Orla might be able to challenge her sexist and bullying boss. She encouraged her to recognise her oppression and join together with others to challenge this. Orla went away resolved to stay and fight (at least for now) rather than being pushed out of a job that she likes just because her boss is a creep.

Case study



Resources

This section has introduced a lot of big ideas. If you want to think more about the philosophical issues raised, then you might want to get hold of an introductory text like Simon Blackwell's *Think: A Compelling Introduction to Philosophy*. If you are interested in the idea of WEIRD theory, then have a look at Joseph Henrich's *The WEIRDest People in the World: How the West Became Psychologically Peculiar and Particularly Prosperous*.

If, however, you are just interested in career theory, then both Nancy Arthur and colleagues' *Career Theories and Models at Work: Ideas for Practice* and Steve Brown and Robert Lent's *Career Development and Counseling* provide a good introduction. Additionally, you can find out more about self-efficacy in Bandura's article 'Self-Efficacy: Towards a Unifying Theory of Behavioral Change' and more about opportunity structures in Roberts' article, 'Opportunity Structures Then and Now'.

Resources



In a nutshell

This (epic) chapter has discussed the main career theories. It has argued that

- theories seek to make the world simpler, without over-simplifying. This is often a tricky balancing act;
- the matching theory is at the heart of much thinking in career development, but many other theorists have argued that this is an oversimplification;
- some theories focus on the individual asking how we can understand someone's personality, capabilities and interests in ways that help to understand their career;
- other theorists focus on the world and try to understand what kind of environment this offers for careering; and
- finally, still more theorists are concerned with the question of how we bring the individual and the world together in a way that helps people to understand and develop their career.

In a nutshell

Overview



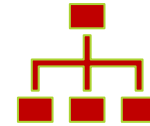
The book



Chapter 6 - Theory



Chapter 4 -
Contexts



**Chapter 10 –
Organisations and
Systems**



Reflections



Meso

Micro

- Focus on individual client
- Client/practitioner interaction

- **Organisational context**

Macro

- Overall shaping Context (labour market/profession)



CASE STUDY

Shona is a career development professional working in a community centre. She has recently seen the number of migrants and refugees who are using her centre increase. Many of them access the centre to connect with other members of their community and to use childcare and English language services, but hardly any of them have found their way to ask for career development support yet. Shona starts talking to her colleagues who deliver English language tuition, encouraging them to co-deliver some career development activities for this group. One of the tutors is enthusiastic, and Shona co-delivers some sessions on career

Shona: p. 179

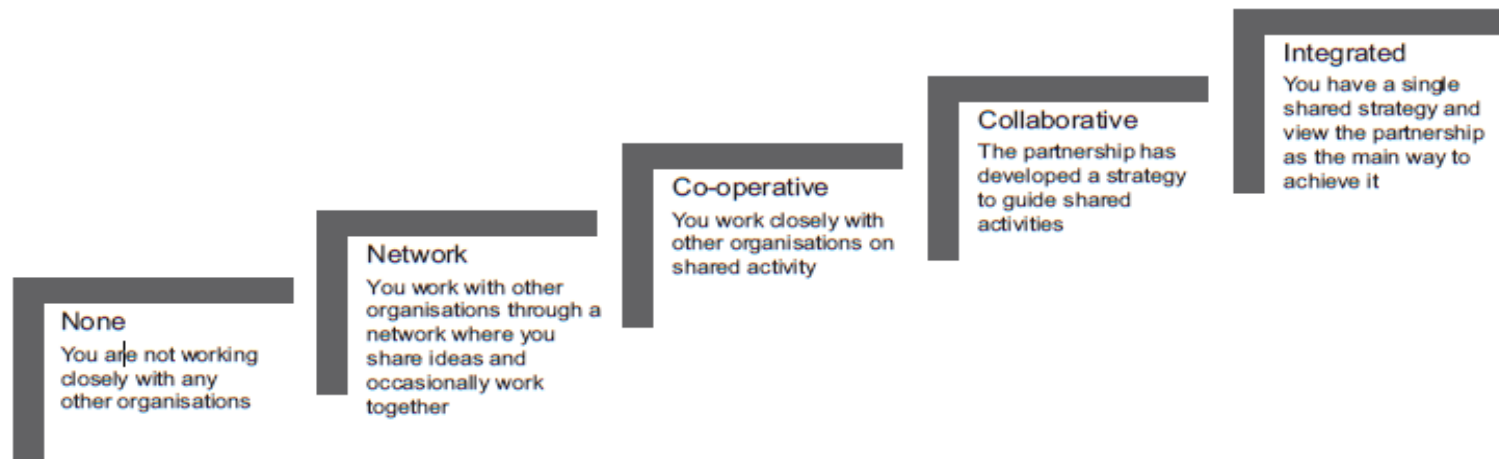
Vancouver Migrant Support Forum



Reflection

It is important to consider the following questions regardless of the context in which you are working, but it becomes particularly important when you are working in a new context or a non-standard one.

- What are the main objectives of the organisation where you are working? How does career development fit into these objectives?
- What are the main opportunities that this context affords you? Why is it a good place to undertake career development work?
- What are the main barriers or challenges that this context poses? How can you overcome these barriers?
- Who are the key partners and stakeholders that you need to work with to achieve your objectives?
- In light of these reflections, what are your objectives for working in this context? What approaches to delivery might be particularly useful to you as you develop your work in this context?



The Partnership Staircase

Figure 10.1. The partnership staircase



In a nutshell

This chapter has discussed career development work in organisations and systems. It has argued that

- all career development work takes place in organisations and system. Thinking about the nature of these organisations and systems is critical to your role as a career development professional;
- organisational and systems work is an important part of career development practice and should be viewed as another string to your bow alongside approaches like counselling and coaching, career education and the use of information;
- at the heart of lots of organisational work is building a deep understanding of the operation of your organisation and considering what tools, partners and opportunities it provides for supporting people's career;
- sometimes work within organisations and systems requires you to work on the organisation to make it a better place for people to develop their career;
- by its nature career development work sits on the edge of organisations and is interested in the relationship between organisations. Building connections and partnerships and supporting cross-organisational learning is a critical part of this; and
- the idea of partnership working sits at the heart of a lot of organisational and systems work. It is important to be reflective about the partnerships that you build and to attend to how they work and can work better.

Overview



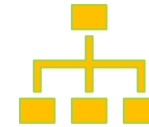
The book



Chapter 6 - Theory



Chapter 4 -
Contexts



Chapter 10 –
Organisations and
Systems



Reflections

Key messages we conclude with

Careers work is underpinned by multiple forms of knowledge: of theory, practice, and context

Bringing an informed and reflective approach to careers work improves practice

Careers professionals need to commit to continuous development

Career professionals need to spend time on their own career

With great power comes great responsibility (to yourself, to others and to the profession)

Our reflections

CAREER DEVELOPMENT IS AN AMAZING FIELD. IT CAN'T BE FITTED INTO ONE BOOK, BUT WE CAN MAP THE TERRAIN.

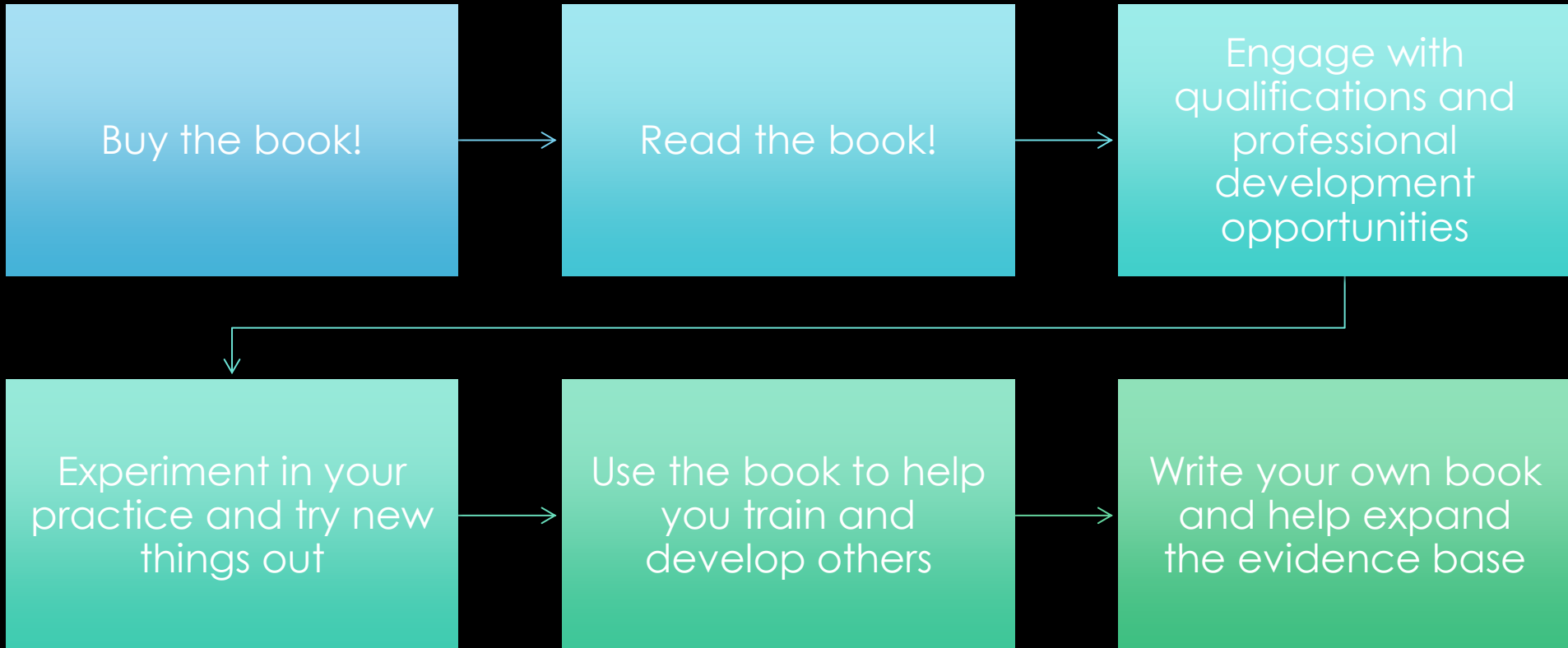
THE PROFESSION ALLOWS ITSELF TO GET BOXED IN TOO EASILY. WE NEED TO THINK BIG ABOUT SYSTEMS, POLICY AND ORGANISATIONS.

WE HAVE A HUGE REPOSITORY OF EVIDENCE, EXPERIENCES, THEORIES AND MODELS THAT WE CAN DRAW ON.

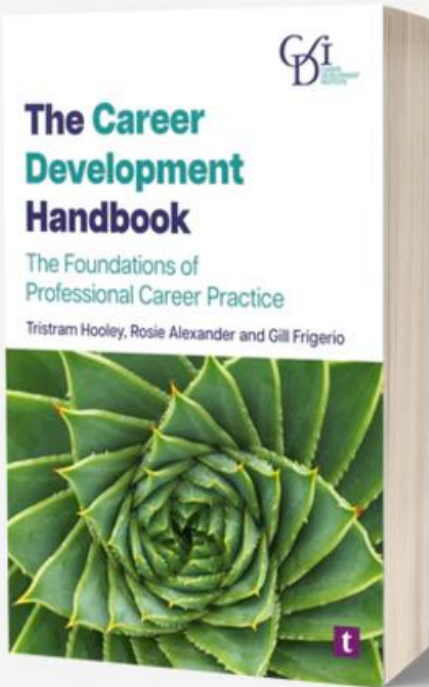
BUT, WE NEED TO MAKE SURE THAT WE CONNECT ALL OF THESE THING TOGETHER IN A THOUGHTFUL AND REFLECTIVE WAY.

ULTIMATELY WE ALL HAVE TO THEORISE CAREER DEVELOPMENT EVERY DAY.

What you should do next



Discount for attendees at the webinar



- ▶ Use discount code **CDH25** to get a 25% discount off the book.
- ▶ Order from <https://trotman.co.uk/products/the-career-development-handbook>

Working with The Career Development Handbook: A one day workshop

Thursday 6th March - 9.30am to 4.30pm, Location: Kedleston Road Campus, Derby DE22 1GB. £125.

- ▶ Understand the resources offered by the Handbook for Career Development Professionals.
- ▶ Identify how the book can be used in training and supporting Career Development Professionals in a range of different contexts, including initial training programmes, organisational settings and in CPD activities
- ▶ Have reflected on your own practice as advanced practitioners
- ▶ You will also have your own copy of the book to take away.

<https://www.derby.ac.uk/research/centres-groups/educational-research-and-innovation/events/the-career-development-handbook---workshop/>

Questions?

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Thank
you