

CDI Position Statement (November 2022)

Providing personal career guidance interviews whilst working towards the Level 6 Diploma in Career Guidance and Development

Context

In the [Statutory Guidance: Careers guidance and access for education and training providers](#) (Sept 2022) it states that,

Schools and colleges should make sure that careers advisers (internal and external) providing personal guidance to students are trained to the appropriate level. The main Level 6 and 7 qualifications for careers advisers are the Qualification in Career Development (QCD) at Level 7, (which replaces the earlier Qualification in Career Guidance (QCG) and Diploma in Career Guidance), the Level 6 Diploma in Career Guidance and Development and the Level 6 Higher Apprenticeship: Career Development Professional.

and

The department recommends that schools and colleges view the UK Register of Career Development Professionals, held by the CDI, to search for a careers adviser who can deliver a particular service or activity. Registration shows that a careers adviser is qualified to at least Level 6 in a career development subject, abides by the CDI Code of Ethics and undertakes regular professional development. The CDI monitors adherence to these criteria.

As the above are recommendations rather than legal requirements this means that it is the decision of the school or college as to whether or not those providing these interviews are unqualified, hold one of these qualifications or are working towards one.

CDI Position

The recommendation of the CDI is that personal career guidance interviews are delivered by people who hold a relevant qualification and are also on the UK Register of Career Development Professionals.

Current situation

There is a shortage of qualified Careers Advisers, and managers in schools and colleges can find themselves in a position where they need to employ/contract with individuals who are working towards the Level 6 Diploma in Career Guidance and Development.

This is a work-based qualification and it is a requirement that candidates have the experience of undertaking personal guidance interviews to develop the skills and knowledge needed to meet the assessment requirements of this graduate level qualification.

In this situation the CDI Recommendations are:

- The candidate should have the experience of observing a qualified Careers Adviser undertaking personal career guidance interviews and then have the opportunity to undertake such interviews under the supervision of a qualified Careers Adviser. When the

candidate has passed the Level 6 units relating to interviewing skills and career guidance theory they could then conduct interviews unsupervised.

However, as the above has additional staffing and cost implications which employers may not be resourced to meet then the situation can arise whereby Level 6 candidates undertake personal career guidance interviews before they have passed the relevant units.

In this situation the CDI further recommends that:

- The “working towards the Level 6 qualification” status of the candidate is made clear to the school/college when any contract is agreed for the provision of career guidance services.
- There is a realistic and agreed timescale for the completion of the qualification agreed between the candidate, training provider and employing/contracting organisation.
- Where possible, the candidate undertakes the interviewing and career guidance theory units early in their qualification so that their ability to provide personal career guidance interviews has been assessed by a qualified Careers Adviser who also holds relevant Assessor qualifications
- All candidates have access to a qualified Careers Adviser from whom they can seek advice. This could be from their employing organisation or from the training provider delivering the qualification.

In addition, it is recommended that anyone undertaking the Level 6 Diploma in Career Guidance and Development becomes a Student Member of the CDI. A condition of this membership is abiding by [CDI Code of Ethics](#).

Ofsted Thematic Review of Career Guidance

During 2023 the [Ofsted Thematic Review of Career Guidance](#) will:

- assess the quality of careers guidance in schools and further education and skills providers
- inform relevant stakeholders, including policymakers and providers, about the quality of careers education, information, advice and guidance
- identify strengths and weaknesses in careers provision in schools and further education and skills providers, and make recommendations to improve practice
- help to identify potential developments in the inspection training and guidance, and help share good practice and thinking across the inspectorate

The review will be published in Autumn 2023 and amongst various questions the report will answer:

How well do Leaders fulfil their statutory duties to provide independent careers guidance?

This is likely to bring into even sharper focus the Statutory Guidance recommendations about the qualification level for those providing personal career guidance interviews. The view of the CDI is that Ofsted inspectors are likely to want to see proof of the qualifications held and for those working towards the qualification the agreed completion date and where relevant, to see what support has been provided to the candidate whilst undertaking their qualification.

For further information

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