

## Career Development Institute – Code of Ethics



### Preamble

The career development profession in the UK is characterised by its diversity. Within this code of ethics reference to specific job roles or services has been avoided. Instead reference is made throughout to ‘career development activities and services’ which is taken as including all forms of careers information, advice, guidance, coaching development and education. References to ‘clients/users’ should be taken to mean the direct users of career development activities and services, as distinct from purchasers of career development activities and services and from employers of career development professionals. ‘The career development profession’ refers to the entire profession, including both individual members and institutions.

Career development professionals have expertise in careers information, advice, guidance, coaching, development and education but more than this career development professionals must know how and when to apply their specialist knowledge. This code of ethics is not a rulebook, it does not list procedures to follow for every circumstance, but is intended as a guide to professionals in all aspects of their professional lives - especially relationships with clients, colleagues, employers and wider society. This Code of Ethics applies to individual career development professionals rather than organisations and all members must to adhere to the highest standards of professional behaviour as set out in the principles below.

### ***In my professional practice:***

I will at all times adhere to national professional standards that inform and support the delivery of high quality career development activities and services

I will obtain qualifications and develop competencies suitable for delivering a personalised and high quality career development activities and services to clients, including those qualifications required to undertake specialised tasks or roles and/or work with specialised populations

I will at all times represent my professional competencies, training and experience accurately and function within the boundaries of my training and experience

I will maintain and update my professional competence, knowledge and skills through

undertaking suitable CPD

### ***For the benefit of my clients/users:***

I will at all times work in a responsible and professional manner with clients/users and organisations

I will provide appropriate and timely career development activities and services based on accurate information on education and employment

I will establish and develop my knowledge and understanding of the labour market, the requirements of employers and other opportunity providers and ensure that such knowledge is used to inform client/user decision making and other career development activities and services

I will provide career development activities and services in an open and transparent manner

I will at all times ensure the needs of the client are fully supported and will always act in the client/user’s best long term interest

I will at all times be impartial and offer an impartial service, or declare any factors that might limit the impartiality of the career development activities and services offered to the client/user

I will accept the rights of the client/user to make independent choices and to take responsibility for those choices and their consequences

Where conflicts of interest arise I will resolve them through appropriate consultation and ethical decision-making in adherence to this code of ethics

I will promote equality and diversity and help clients to overcome barriers to personal achievement

resulting from prejudice, stereotyping and discrimination

I will respect the beliefs, values and dignity of each client, and the beliefs and values of their families and communities to which they belong

I will communicate with clients in language that is easily understood by the person or persons for whom it is intended and ensure that services available are well

sign posted

I will at all times respect the privacy of clients/users, disclosing confidential information only with informed consent, except where there is clear evidence of serious risk to the client or the welfare of others I will inform clients/users of the limits of confidentiality

***For the benefit of society:***

I recognise that I am accountable for my actions and any career development activities and services offered to the public

In all my professional activities I will act in the interest of society and at all times exercise integrity, honesty and diligence

I should ensure when working with partners outside of the profession, that I work collaboratively and always in the interests of society.

***For the benefit of my employer:***

I will fulfil my obligations and duties to my employer, except where to do so would compromise the best interests of individual clients/users or wider society

***For the benefit of my colleagues:***

I will at all times promote and maintain fair and reasonable standards in the treatment of people with whom I work

I should develop and maintain professional and supportive relationships with colleagues both inside and external to their own organisation

I should respect and acknowledge the contributions of other career development professionals to career development activities and services I offer

***For the benefit of the career development profession:***

I will in all circumstances endeavour to enhance the standing and good name of the career development profession; I recognise that adherence to this code of ethics is an essential aspect of this

***For myself:***

In my professional life I have a duty of care to myself, both in terms of my personal integrity and my personal safety

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