

## Definitions: Career development and related roles

**A career** refers primarily to the sequence and variety of work roles, paid or unpaid, that individuals undertake throughout their lives; but it is also the construct which enables individuals to make sense of valued work opportunities and how their work roles relate to their wider life roles.

**Career Development** is a unique and lifelong process for each individual of managing learning, work, and transitions in order to move forward and participate effectively in work and society. Successful career development is important to individuals' personal and economic well-being, social mobility and both economic productivity and social to justice.

In order to undertake the lifelong career development process, individuals need to acquire skills that support employability, career management and resilience in the face of career change. Career management skills help individuals to develop a positive and resilient mindset; learn about themselves and the opportunities available; make informed and justified decisions and act on these, networking with people who can support them. For lifelong career development people need access throughout their lives to career learning (education) and personal career guidance/coaching.

### There are two facets to career development:

1. **Career learning (education)** consisting of planned and progressive learning experiences throughout an individual's life. Often delivered in group settings, these help to develop the lifelong career management capabilities and competences individuals need to:
  - learn about themselves and the opportunities available;
  - convert careers information into personal career understanding;
  - weigh up and consider the impact of influences from family, friends and peers;
  - access experiences with employers and education and training providers, mentors and work-related activities ;
  - access personal career guidance/career coaching;
  - make informed decisions about learning and work options and participate effectively in work and society;
  - learn how to present themselves for employment and learning opportunities including the use of digital media.
2. **Personal career guidance/career coaching** provides individualised interventions which help individuals to build on their career education/ learning and to decide on their career goal/s.

This is best understood as a process which enables individuals to consider their circumstances, values and aspirations; confront any challenges; resolve any conflicts; build resilience and confidence; develop new perspectives; justify their thinking and reach a decision in the light of relevant career and labour market information.

## **The roles involved in career development in schools are:**

**Careers Leader** who provides or advises on strategic leadership and quality assurance and who 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. To be effective in this role they need access to ongoing Continuous Professional Development (CPD) and the support of senior managers and the governing body.

**Career Adviser/Career Coach** who uses models and theories of career development/guidance, including career-decision making, career transitions, occupational choice, allied theoretical concepts and the understanding and use of career and labour market information to provide personal, client-focused, career guidance interactions. These involve listening to, questioning and challenging the individual so that they can decide on their own career development in the light of their individual circumstances, career learning and relevant career and labour market information.

They can also assist in the planning, delivery and quality assurance of the career provision/education programme, provision and use of career and labour market information and networking with those who can provide relevant encounters and additional support for individuals.

Qualified and registered career advisers/coaches work with young people and adults.

*Post school there is a role for employers and relevant professional bodies in supporting employees by providing career development opportunities which enable individuals to maintain and develop their skills and knowledge and grow in their work role and career.*

## **Professional Qualifications**

**Career Leader:** CPD through free standing HE qualifications or the CDI Certificate in Careers Leadership which consists of Level 6 units in: Lead and manage career development work in an organisation; Continuously improve career development work in an organisation and Plan and design career-related learning programmes. There is also the Teach First CELP programme which does not currently lead to a qualification.

**Career Adviser/Career Coach:** either the CDI Qualification in Career Guidance/Development undertaken as part of a post graduate qualification in career guidance/development or the QCF Level 6 Diploma in Career Guidance and Development or CDI approved equivalent.

To be effective in these roles there is a need for ongoing CPD, quality regulation and membership of the professional body.

**UK Register of Career Development Professionals:** Qualified teachers who hold the above mentioned career leader qualifications and Career Advisers/Career Coaches holding the above qualifications can join this Register. This proves their qualification level, that they undertake, record and reflect upon a minimum of 25 hours CPD per year and as CDI members abide by the CDI Code of Ethics.

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