UK Register of Career Development Professionals

The Benefits and Requirements of Registration

February 2018
The UK Register of Career Development Professionals is the single national point of reference for ensuring and promoting the professional status of career development practitioners across the whole sector in the UK.

The Careers Strategy, launched at the CDI Conference in December 2017 and the Statutory Guidance published in January 2018, encourage employers to engage Registered Career Development Professionals.

The purpose of this brochure is to provide up to date information and encourage CDI Members to join the Register, which is our sector’s equivalent to Chartered Status.

Proving that you are a professional

While anyone can call themselves a Career Adviser/Coach or Consultant and provide services, without being qualified, being on the UK Register of Career Development Professionals (the Register) immediately conveys the message that you are qualified to practice.

In a competitive world your registration validates that you are professionally qualified in a career development subject to a minimum of QCF Level 6/SCQF level 11, adhere to the CDI Code of Ethics and undertake and record a minimum of 25 hours CPD each year to maintain and develop your skills and knowledge. Importantly you can then call yourself a Registered Career Adviser/Coach/Consultant, use the Registered Professional logo and the letters RCDP (Registered Career Development Professional) after your name.

Qualified teachers who have a role as a Careers Leader/Co-ordinator and who also hold one of the careers education qualifications listed on page 6 can also join the Register and call themselves a Registered Careers Leader/Co-ordinator. They would however also need a career guidance qualification in order to provide career guidance to students.

The Register is of value to all practitioners, whichever part of the sector they work in, including managers and trainers. Private practitioners find it particularly useful to advertise their services via the Find a Career Development Professional facility. If you are employed you can also do this by adding your personal profile showing what services are offered by your company.

In summary the Register is the UK wide point of reference for ensuring and promoting the professional status of career practitioners across the whole sector to other members of the profession, customers and employers, as well as policy makers, funders and all other stakeholders. The CDI Blueprint of Learning Outcomes for Professional Roles in the Career Development Sector shows the breadth and depth of the skills and knowledge involved in providing professional career development services. Looking at your role in these terms, alongside the National Occupational Standards: Career Development will help you to explain what your own professional role involves and to advocate why all clients deserve this to be delivered by someone who is professionally qualified and experienced to do so.

Promoting professional status

Using the Registered Career Development Professional logo and post nominals RCDP are important ways of promoting your professional status but being able to explain why career development is a profession is also critical to affirming our professional status. Notable features of a profession include:

- common body of theory and evidence on which the profession draws;
- clearly identified body of knowledge and skills, describing and defining professional standards, e.g. National Occupational Standards: Career Development (NOS:CD) and the Blueprint;
- academic and work-based initial training routes and an extensive range of CPD opportunities up to doctoral level;

The cost of joining the UK Register of Career Development Professionals is currently £55.
• professional institutions e.g. the CDI through which the profession is regulated and developed and quality assured (in terms of ethics, malpractice and the Register);
• community of practice served by the CDI and a range of other conferences, meetings and online CPD;
• keeping up to date with societal and technological developments;
• being able to advocate for the value and impact of the profession itself.

Maintaining your professional status

The CDI provides the means to record and reflect upon CPD; access to CPD Resources for online learning, publications and training events categorised under all seventeen NOS: CD; free webinars; Communities of Interest; qualification provision and information; Career Development Progression Pathway; Alternative Qualifications and Competency routes to the Register. CPD recording is monitored by the Professional Development Manager each year.

Costs

If you are already a CDI member the cost of joining the UK Register of Career Development Professionals is £55. You will be asked to pay this on-line at the end of the registration process.

If you are not currently a CDI member you can join as a Registered member for £160 and save the usual £25 one off admin fee.

Conditional entry to the Register for those members undertaking particular QCF units is £30.

A re-registration fee of £25 is payable each year and you can pay this by Direct debit, credit card or BACS.

Joining the Register

You need to be able to meet the requirements relating to:
• Qualifications;
• Code of Ethics;
• Practising;
• Continuous Professional Development;
• Adherence to the CDI’s complaints and disciplinary processes.

To maintain your Registration you must continue to honour the above and undertake and record on the CDI website a minimum of 25 hours CPD per year.

Accessing the Register

The Register can be accessed through the CDI website in three ways. You can:

Join the Register on-line via the Members’ area, clicking on Professional Register and then on Become Registered.

Alternatively if you are not already a CDI Member you can join the Register by completing the on-line application form in the Join Us section and ticking Registered Professional as the membership type.

Alternatively you can download a membership application form http://www.thecdi.net/Join-Us and pay by credit/debit card over the phone.
You must be able to provide copies of your original certificates to the CDI on request.

Qualification Requirements

Full Registration (Immediate entry)

1. Hold a CDI Approved Qualification OR

2. Hold Alternative Qualifications equivalent to QCF Level 6 or above and can provide robust assessed evidence of competence equivalent to QCF Level 6 or above in career development based on the National Occupational Standards: Career Development (NOS:CD). For details of this route please contact the Professional Development Manager.

You must be able to provide copies of your original certificates to the CDI on request.

A competency-based route which will allow people with substantial experience but who do not hold the relevant qualifications to demonstrate their competence against the National Occupational Standards: Career Development will be introduced during 2018. For further information on this please contact the Professional Development Manager.

Master’s Degree

1. Adult Guidance
2. Business Psychology
3. Career and Talent Management
4. Career Coaching
5. Career Counselling and Coaching
6. Career Development and Coaching Studies
7. Careers Education
8. Career Education and Coaching
9. Career Education, Development and Guidance
10. Career Education, Information and Guidance in Higher Education
11. Career Guidance
12. Career Guidance and Development
13. Career Guidance and Employment Counselling
14. Career Management
15. Career Management and Coaching
16. Career Management and Counselling
17. Careers
18. Education: Guidance Studies
If you hold other qualifications which you think should be considered please contact the Professional Development Manager.
To maintain your Registration you must undertake and record on the CDI website a minimum of 25 hours CPD per year.

Qualification
1. Qualification in Career Development
2. Qualification in Career Guidance
3. Qualification in Career Guidance and Development

Bachelor’s Degree
1. BA (Hons) Guidance and Counselling Studies (Society Joint Hons Programme) Northumbria University
2. BA (Hons) Guidance and Counselling (Single Hons) Northumbria University

Diploma
1. Diploma in Career Guidance (Part 1)
2. Diploma in Career Guidance combined with the NVQ Level 4 in Guidance
3. Diploma in Vocational Guidance
4. Post-experience Diploma in Career Education, Information and Guidance in Higher Education
5. Diploma in Career Guidance and Education
6. Advanced Diploma in Managing Careers Education Information, Advice and Guidance

Certificate
1. Certificate in Management of Advice and Guidance (60 credits)

QCF Level 6 Diploma
1. QCF Level 6 Diploma in Career Guidance and Development

ICCI Certification
1. Practitioner
2. Fellow

Require a minimum of a Bachelor’s degree; demonstration of specific competencies; and experience as follows:
Practitioner: 8 years work experience; with at least 4 years in career services
Fellow: 12 years work experience; with at least 6 years in career services

Full Post/Graduate Teaching Qualification plus one of the following:
1. Leading and Managing Careers Education (20 credits LSBU)
2. Certificate in Professional Development in Managing CEIAG (40 credits Derby)
3. Certificate in Careers Education and Guidance (20 credits CCCU)
4. Advanced Certificate in Careers Education and Guidance (20 credits, CCCU)
5. Certificate in Understanding Careers Education and Guidance (20 credits CCCU)
6. Supporting Career Related Learning and Development 20 credits (Under development at UWS)
7. CDI Level 6 Certificate in Career Leadership
8. Diploma in Careers Education, (60 credits NTU)

S/NVQ Level 4 plus three specified QCF units or equivalent HE Modules
1. S/NVQ Level 4 in Advice and Guidance plus three specified QCF Level 6 units or equivalent HE Modules
2. S/NVQ Level 4 in Guidance plus three specified QCF Level 6 units or equivalent HE Modules
3. NVQ Level 4 in LDSS (Cluster) plus appropriate qualification (e.g. teaching) plus three specified QCF Level 6 units or equivalent HE Modules
4. NVQ Level 4 in LDSS (Supporting Young People Pathway) plus three specified QCF Level 6 units or equivalent HE Modules

The three specified QCF Level 6 units or equivalent HE Modules are: Career Guidance Theory; Reflect on and improve professional practice; Use career and labour market information with clients.
S/NVQ Level 4 plus two specified QCF units or equivalent HE Modules (Wales only)

1. NVQ Level 4 in Advice and Guidance plus Career Guidance Theory (Wales) plus two specified QCF Level 6 units or equivalent HE Modules

The two specified QCF Level 6 units or equivalent HE Modules are: Reflect on and improve professional practice; Use career and labour market information with clients.

The S/NVQ qualification must have been undertaken in a career guidance context and include the following units: Develop interactions with clients; Assist clients to decide on a course of action; Assist clients to implement a course of action; Assist clients to review their achievement of a course of action.

If you hold a qualification which you think should be considered, or if you hold a Masters/Post Graduate Diploma/Post Graduate Certificate in Management taken within the context of career development or a career development qualification which was undertaken overseas please contact the Professional Development Manager for further advice.

Alternative Qualifications Route (Fast Track)

For those people holding alternative qualifications equivalent to QCF Level 6 or above in for example, careers education, human resources, youth and community professional studies, business development and professional development, the process for having this combination of qualifications endorsed for Register entry is as follows:

• Be a member of the CDI.

• Contact the Professional Development Manager (PDM) at the CDI to discuss the Alternative Qualifications Process and its suitability for you.

• Complete the Alternative Qualifications Form using examples from your qualifications and experience to demonstrate how you meet the National Occupational Standards: Career Development and send to the PDM.

• Undertake a Professional Guided Discussion with the PDM or their approved nominee based on your answers on the Alternative Qualifications form.

• Provide documentary evidence to the PDM of all qualifications to be considered in this process.

Following the Professional Guided Discussion the PDM, or their nominee, will provide you with a written recommendation that will state that either your combination of qualifications can be endorsed for entry to the Register or that you need to undertake further qualifications in specified areas and that on satisfactory completion of these qualifications your combination of qualifications can then be endorsed for full entry to the Register.

In order to have a combination of alternative qualifications recognised as being equivalent to Level 6, full CDI membership must be held.

The cost for having a combination of qualifications endorsed for the Register is £145 plus VAT. The cost will be agreed with the applicant at the outset and is payable in advance and is non-refundable.
If you join the Register before the completion of the three units, classification will be as a conditional registrant.

For people holding alternative qualifications the other route to the Register would be to achieve one of the qualifications on the CDI List of Approved qualifications. Doing so would take longer than the Alternative Qualifications Route and this is why this route has been named “Fast Track”. It refers to the speed of the process and is not a diminution of the standards required.

Non-accredited training

If you are a qualified teacher and have undertaken a training course in careers leadership which did not lead to a qualification please contact the Professional Development Manager for information on how your work can be accredited via the CDI Certificate in Careers Leadership.

Conditional Registration

Conditional registration is available to those people who hold one of the following qualifications:

- S/NVQ Level 4 in Guidance
- S/NVQ Level 4 in Advice and Guidance
- NVQ Level 4 Advice and Guidance plus Career Guidance Theory (Wales)
- NVQ Level 4 in Learning, Development and Support Services (Supporting Young People Pathway)
- NVQ Level 4 Learning, Development and Support Services (Cluster) plus appropriate qualification (e.g. teaching)

These qualifications must have been undertaken in a career guidance context and include all of the following NVQ units: Develop interactions with clients; Assist clients to decide on a course of action; Assist clients to plan the implementation of a course of action; Assist clients to review their achievement of a course of action.
Conditions to be satisfied
Completion of the following three QCF Level 6 Diploma in Career Guidance and Development Units or equivalent HE Modules:
• Reflect on and improve professional practice
• Career guidance theory (exemption for people holding NVQ Level 4 Advice and Guidance plus Career Guidance Theory (Wales) )
• Use career and labour market information with clients

If you do not hold the NVQ 4 unit: AG6 Assist clients to plan the implementation of a course of action or AG7 Assist clients to review their achievement of a course of action you will be required to cover the content of these units by reflecting on this part of your practice as part of the above QCF unit on Reflect on and improve professional practice. A statement from your QCF Assessor confirming that this was undertaken will need to accompany the unit certificates which may be requested by the Professional Development Manager.

Alternatively the units on Reviewing the Achievement of a course of action from the QCF Level 4 in Career Information and Advice or the QCF Level 4 (NVQ) Diploma in Advice and Guidance can be used instead of unit AG7 or the unit on Explore and agree the career guidance and development needs of clients from the Level 6 Diploma in Career Guidance and Development.

If you think that you have covered AG6 and AG7 as part of other qualifications please contact the Professional Development Manager to discuss this.

HE Modules that can be used instead of the QCF Units
Please contact the Professional Development Manager for information on this.

QCF Level 4 Diploma in Career Information and Advice
If you hold this qualification and have also undertaken the three above mentioned QCF Level 6 units you can at this stage join the Register as a conditional registrant. Full registration will be granted on completion of the remaining units for the Level 6 Diploma.

Converting Conditional to Full Registration
Once the conditions have been met please return to the Join the Register area of the website and tick the qualification from the Approved list of qualifications which you now meet. You can then follow the pages through and register as a full Registrant.

Practising Requirements
Practising: Anyone whose main job role requires them to deliver career development activities or services to an individual or a group of individuals through any medium (e.g. face to face, by telephone, online or paper based). Also included are those career development professionals delivering services in management or related occupations (e.g. in research, consultancy or training) who do not work directly with users of career development activities and services.

Students who have recently completed their qualification and people who are qualified and seeking work may also join the Register.

Code of Ethics Requirement
The Code of Ethics applies to all members and registrants who must adhere to the highest standards of professional behaviour as set out in these principles. For further details please see: http://www.thecdi.net/Code-of-Ethics
Continuous Professional Development (CPD) Requirement

All registrants must undertake a minimum of 25 hours CPD per year which must be recorded in the CPD area of the CDI website to enable the Professional Development Manager to check that the CPD has been undertaken and that this requirement of Registration has been met. Alternative arrangements for accessing the recording of CPD can be made with employers so that employees who are on the Register do not have to record their CPD in two places. Please contact the Professional Development Manager for further information.

CPD can take many forms and it is important that you reflect on what you have learned and how this has influenced your practice. The CPD area of the website allows you to record and reflect on your CPD and produce reports on what you have done which can be useful when discussing your CPD with your line-manager or when applying for other roles.

The members’ only CPD Resources area of the website also provides information on on-line learning, publications and live training events which can be used as CPD. There is also an A to Z of CPD which provides information on a range of ideas for different methods of undertaking CPD. Back copies of Career Matters and the NICEC Journal are also available there.

Each month CDI members are sent a Newsletter containing suggestions for CPD activities related to a range of topics.

Below is an example of what 25 hours of CPD could look like:

<table>
<thead>
<tr>
<th>Method of CPD</th>
<th>CPD Hours (Indicative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a full day CPD Event</td>
<td>7</td>
</tr>
<tr>
<td>Reading articles in the NICEC Journal or Career Matters</td>
<td>3</td>
</tr>
<tr>
<td>Watching a podcast</td>
<td>1</td>
</tr>
<tr>
<td>Taking part in a free to CDI members webinar</td>
<td>2</td>
</tr>
<tr>
<td>Researching information for a session you are delivering e.g. on Apprenticeships or other post-16 options</td>
<td>2</td>
</tr>
<tr>
<td>Reading CDI News by Email and following up some of the links to further information</td>
<td>2</td>
</tr>
<tr>
<td>Attending a networking event (Either in person or online e.g. CDI Community of Interest)</td>
<td>3</td>
</tr>
<tr>
<td>Researching and writing an article for a journal</td>
<td>4</td>
</tr>
<tr>
<td>Researching a discussion topic to share with colleagues at a meeting</td>
<td>1</td>
</tr>
</tbody>
</table>

You can choose whatever methods of CPD are appropriate for you but you must reflect on it and record your CPD fully on the website in order that your 25 hours can be checked annually by the Professional Development Manager.

CPD can also include undertaking further qualifications including postgraduate qualifications. An up to date list of post graduate qualifications of relevance to the sector is available on the CDI website.

Find a career development professional

This area of the website is where you can promote the career development services that you offer. It is open to all registrants across the entire career development sector and across the UK. It is not just for the use of those people in private practice. Use of this area is optional but highly recommended.
Prospective employers and clients access this area of the website to find career development professionals in their area and across the UK.

It is important that your Profile in this section is succinct, includes the qualification which entitles you to be on the Register and abides by the CDI Code of Ethics. There is a limit of 300 words. This word limit enables the site to run smoothly and for employers and clients to access your entry quickly.

Questions

If you have any questions relating to this document or have any technical difficulties in registering please contact the Professional Development Manager: Claire.johnson@thecdi.net.

Qualifications Availability

Details of where the qualifications are available can be found in the Getting Qualified section of the CDI website. http://www.thecdi.net/GettingQualified

Career Development Sector Progression Pathway

For information on the different roles in the sector, what is involved and the qualifications required please look at the interactive version of the Pathway. http://www.thecdi.net/Career-Development-Sector-Progression-Pathway

You will be able to see which qualifications to take which can lead to those needed for the Register.