

## The Higher Apprenticeship Standard: Career Development Professional

The Higher Apprenticeship Standard: Career Development Professional has been developed by an employers group known as a trailblazers and approved by the Institute for Apprenticeships.

The Standard describes the skills, knowledge and behaviours an apprentice needs to be competent as a Career Development Professional:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/career-development-professional/>

The apprenticeship includes the attainment of a level 6 or higher career-related qualification (minimum of 60 credits) approved by the Career Development Institute as giving eligibility to the Register of Career Development Professionals:

[https://www.thecdi.net/write/Documents/CDI\\_UK\\_Register\\_Brochure-Feb\\_2018.pdf](https://www.thecdi.net/write/Documents/CDI_UK_Register_Brochure-Feb_2018.pdf)

### Register of Apprenticeship Training Providers (RoATP)

There are 3 types of apprenticeship training provider on the register of apprenticeship training providers:

- **main provider** - enters into contracts with employers that use the apprenticeship service to pay for apprenticeship training or holds a contract with ESFA to deliver to employers who do not pay the apprenticeship levy
- **employer provider** – trains their own employees or those of connected companies and uses the apprenticeship service to pay for the apprenticeship training
- **supporting provider** - enters into subcontracts with main providers and employer providers to enhance apprenticeship training for employers and their apprentices

For further details go to: **Becoming an apprenticeship training provider:**

<https://www.gov.uk/guidance/becoming-an-apprenticeship-training-provider>

The End Point Assessment (EPA) must be conducted by an end-point assessment organisation at the end of the apprenticeship to ensure that the apprentice has achieved occupational competence.

### End Point Assessment Organisations (EPAO)

<https://www.gov.uk/guidance/register-of-end-point-assessment-organisations>

Only organisations on the register of end-point assessment organisations are eligible to conduct independent end-point assessment of apprentices.

If employers want to use an organisation that is not on the register, that organisation will need to apply and be listed against the apprenticeship standard before you can consider them for conducting independent end-point assessment of your apprentices.

To apply the organisation will need to complete the online application in the Apprenticeship assessment service. For further details go to: <https://assessors.apprenticeships.education.gov.uk/>

### Funding –

You will receive government funding if you are chosen from the register by an employer to provide apprenticeship training or if you already have a contract with ESFA to deliver to employers who do not pay the apprenticeship levy.

Apprenticeship Levy Funds must only be used to pay for training and assessment, including end-point assessment, to complete an apprenticeship that is eligible for funding, up to the limit of the funding band.

Eligible costs include the following:

- Off-the-job training through a main provider, or evidenced costs for employer-provider delivery
- Registration, examination and certification costs associated with mandatory qualifications, excluding any licence to practise
- Regular planned on-programme assessments (progress reviews)
- Self-directed distance learning (where it forms only part of the learning experience), interactive online learning (virtual classrooms) or blended learning relating to the 'off-the-job' training element of an apprenticeship
- Any administration directly linked to training and assessment, including end-point assessment
- Time spent by employees/managers supporting or mentoring apprentices

For full details go to Apprenticeship funding rules and guidance for employers go to:  
<https://www.gov.uk/guidance/apprenticeship-funding-rules>

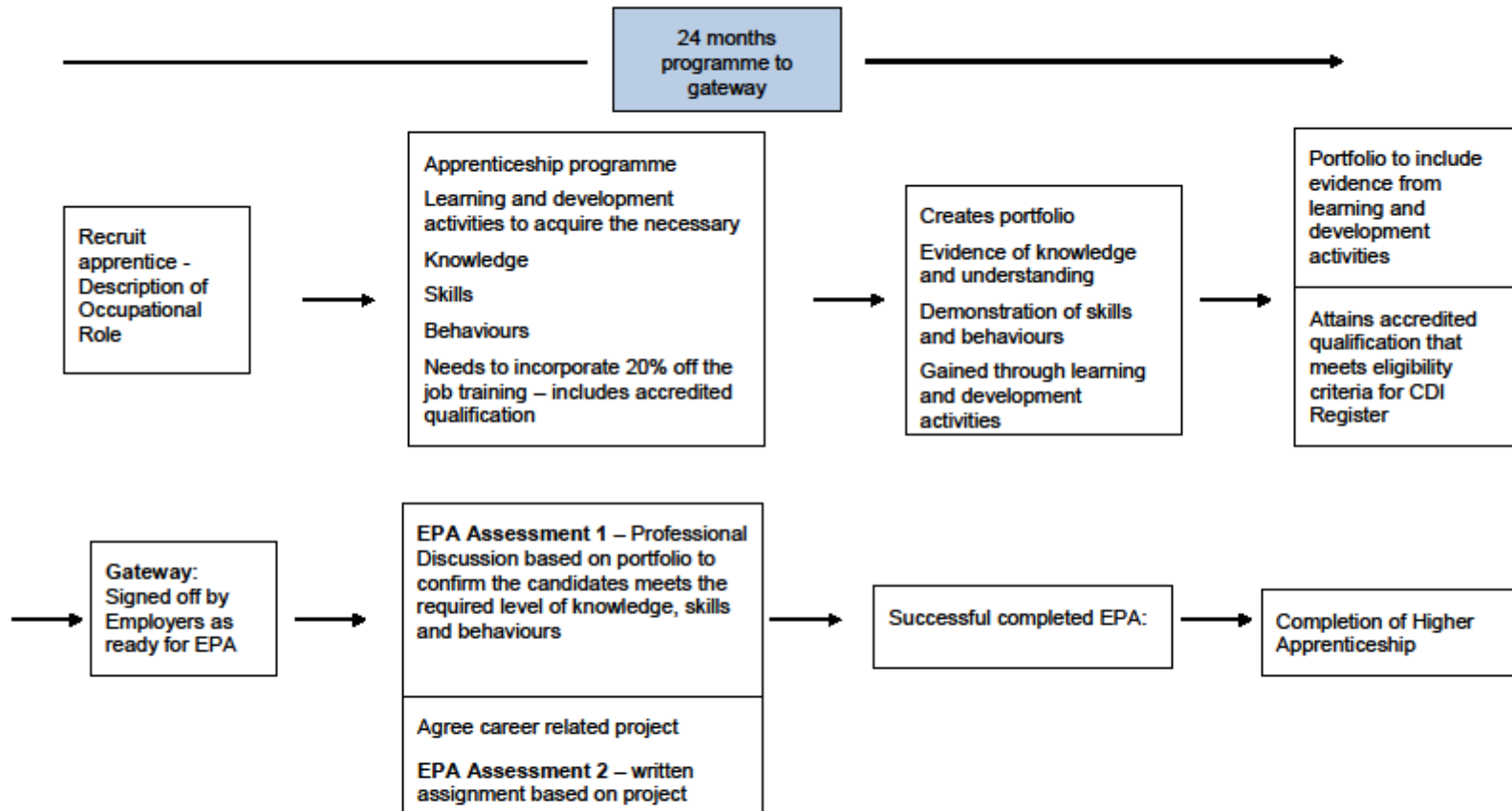
#### **Apprenticeship technical funding guide (April 2019):**

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

#### **Higher Apprenticeship: Career Development Professional – 7 operational steps following approval of Standard and End Point Assessment**

1. **Apprenticeship Standard and End Point Assessment** - Institute of Apprentices approval of Standard and End Point Assessment and funding band confirmed (Band 12: £9,000).
2. **Apprenticeship Programme** - Employers need to develop an apprenticeship programme in the light of the Standard (ensuring that it enables the apprentice to fully meet the End Point Assessment) and put in place administrative and financial processes to draw on the Apprenticeship Levy Funds.
3. **Non-accredited off-the-job training** - To provide the 'off-the-job' element an employer can do this themselves if registered as approved training provider OR secure the services of a registered approved training provider.
4. **Accredited off-the-job training** - To provide the qualification the employer can deliver it themselves if an accredited training provider OR secure the services of an accredited training provider / HEI  
*"the attainment of a level 6 or higher career-related qualification (minimum of 60 credits) approved by the Career Development Institute as giving eligibility to the Register of Career Development Professionals".*
5. **Awarding of Apprenticeship** - On completion of the Apprenticeship Programme the Employer refers the apprentice to the End Point Assessor for independent assessment and awarding of the apprenticeship. The point of referral is described as 'the gateway'.
6. **Recruitment** - Employer recruits apprentice and places them on apprenticeship programme.
7. **End Point Assessor** - An employer must secure the services of an independent End Point Assessor. This cannot be the same organisation as provides the 'off-the-job' training.

Higher Apprenticeship: Career Development Professional



## Career Development Professionals - Pathways

**Career Guidance Counsellor** able to provide personal guidance (Gatsby Benchmark 8)

- A careers related qualification of 60 credits @ level 6 or higher

Postgraduate Master's programme (with or without the QCD)

(180 credits @ level 7)

Applicants can apply for a postgraduate Master's loan. You cannot get a loan for a postgraduate certificate or diploma.

(Credits @ level 6 cannot be transferred to a level 7 programme as accredited prior learning)

Direct provision from a registered training provider funded either by the employer or the trainee/student

- OCR Career Guidance and Development Level 6 (60 credits @ level 6)
- A career related programme of study @ level 6 or higher (postgraduate) recognised by the CDI as giving eligibility for the UK Register of Career Development Professionals.

**Higher Apprenticeship programmes for Career Development Professionals** will include funding to attain a career related qualification recognised by the CDI as giving eligibility. For the UK Register of Career Development Professionals. This includes:

- OCR Career Guidance and Development Level 6 (60 credits @ level 6)
- 60 credits @ level 7 (e.g. postgraduate certificate). Students can continue their studies to gain further credits @ level 7 however this would not be funded through the apprenticeship levy.
- If apprentices have credits from earlier training (e.g the career leaders award) this should not preclude them from being funded for a further 60 credits @ level 6 or 7. However funding would not extend to the full 120 credits for postgraduate diploma or 180 credits for a Master's

**Career Leaders' Award** – this may be funded by the school /college, the individual or by the Careers & Enterprise Company

The award is accredited as 20 credits @level 6 or level 7 (dependent on the institution providing the training and the awarding body. For example if the award comprises OCR units 21, 22 and 23 the award would be 20 credits @ level 6)

(Not all career leaders programme are accredited)

### Career Leaders' Progression

Continue with the OCR Career Guidance and Development Level 6 Diploma mandatory units (45 credits)

1. Preparing to work in the career information, advice and guidance sector
2. Reflect on and improve professional practice
3. Career guidance theory
4. Agree the purpose of client-centred career guidance interviews and maintain communication with clients
5. Explore and agree the career guidance and development needs of clients
6. Use career and Labour Market Information with clients
7. Work with other agencies for the benefit of clients and the organisation

OR progress to a careers related postgraduate Masters course (with or without the QCD)

## **Career Development Professional Qualifications (England) and Funding**

### **Qualification in Career Development (QCD)**

This professional qualification is accredited by the Career Development Institute and available as part of a Postgraduate Diploma/Master's programme (120/180 credits @ level 7) at Higher Education Institutions approved by the Career Development Institute (CDI). The professional accreditation is at level 7 because it is integral to programmes of study at level 7 (i.e. postgraduate).

### **The OCR Level 6 Diploma in Career Guidance and Development**

This professional qualification is 60 credits @ level 6 and available through training providers approved by OCR. Among the providers are the Career Development Institute and the Open University.

[\(https://www.ocr.org.uk/qualifications/vocational-qualifications/vocational-qualifications-qcf-career-guidance-and-development-level-6-diploma-10215/\)](https://www.ocr.org.uk/qualifications/vocational-qualifications/vocational-qualifications-qcf-career-guidance-and-development-level-6-diploma-10215/)

<https://www.thecdi.net/QCF-Centres>

### **Career related Master's programmes**

Students wishing to study a Master's programme (180 credits @ level 7) full-time or part-time, can apply for a postgraduate Master's loan towards course fees and living costs. You cannot get a loan for a postgraduate certificate or diploma. (<https://www.gov.uk/masters-loan>)

### **Higher Apprenticeship – Career Development Professional**

The Higher Apprenticeship – Career Development Professional must include:

*“the attainment of a level 6 or higher career-related qualification (minimum of 60 credits) approved by the Career Development Institute as giving eligibility to the Register of Career Development Professionals”.*

A full list of recognised qualifications can be found on the CDI website.

[https://www.thecdi.net/write/Documents/CDI\\_UK\\_Register\\_Brochure-Feb\\_2018.pdf](https://www.thecdi.net/write/Documents/CDI_UK_Register_Brochure-Feb_2018.pdf)

## **Links to on-line guidance -**

### **Apprenticeship technical funding guide (April 2019)**

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

### **Becoming an apprenticeship training provider**

<https://www.gov.uk/guidance/becoming-an-apprenticeship-training-provider>

### **End Point Assessment Organisations (EPAO)**

<https://www.gov.uk/guidance/register-of-end-point-assessment-organisations>

### **Higher Apprenticeship Standard: Career Development Professional**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/career-development-professional/>

### **Institute of Apprentices – website link**

<https://www.instituteforapprenticeships.org/about/>

### **Qualifications recognised by the CDI as giving eligibility to the Register of Career Development Professionals:**

[https://www.thecdi.net/write/Documents/CDI\\_UK\\_Register\\_Brochure-Feb\\_2018.pdf](https://www.thecdi.net/write/Documents/CDI_UK_Register_Brochure-Feb_2018.pdf)

### **Register of End Point Assessor Organisations**

<https://www.gov.uk/guidance/register-of-end-point-assessment-organisations>

To apply to become an EPAO: <https://assessors.apprenticeships.education.gov.uk/>