



# Join the CDI as a Registered Professional Member

(Career Development Professional or Careers Leader)

**January 2021**



**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, and the Statutory Guidance published in January 2018 and updated in October 2018, encourage employers to engage Registered Career Development Professionals to provide personal career guidance.**

## 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 practise.

In a competitive world your registration validates that you are professionally qualified in a career development subject to a minimum of 60 credits at 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 Career Development Professional logo and the letters RCDP (Registered Career Development Professional) after your name.

Careers Leaders who hold a minimum of a 20 credit qualification at Level 6 or above in careers leadership/education can also join the Register, call themselves a Registered Careers Leader and use the Registered Careers Leader logo and post nominals RCL. A full Level 6 qualification of a minimum of 60 credits in a career development subject is needed to deliver personal career guidance to clients.

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.

We also provide an alphabetical listing of all RCDP and RCL registrants which is available from the Professional Register section on our website. This is updated monthly.

## 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.

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.

**The Careers Strategy, and the Statutory Guidance published in January 2018 and updated in October 2018, encourage employers to engage Registered Career Development Professionals.**



## Benefits of being a registered professional member of the CDI

- Your name listed in either the Registered Career Development Professional or Registered Careers Leader Directory accessible from the CDI home page;
- Use of the relevant RCDP or RCL logo;
- Fortnightly News by Email, featuring CDI News; Sector News; CDI Training and Events; Research and Reports; Resources; International information; How to get involved;
- Quarterly magazine - Career Matters, featuring articles of interest from across the career development sector; posted to your preferred address;
- Monthly CPD Newsletter;
- Free webinars;
- Free Digital Bytes;
- Free PDF copy of the NICEC Journal, April and October;
- Careers in Careers Jobs Board, with free facility to upload CVs;
- Electronic communications; Social networking - Twitter @theCDI and LinkedIn;
- Opportunity to take part in CDI Communities of Interest for Career Development Professionals or Careers Leaders;
- Opportunity to enter the UK Career Development Awards;
- Member discounts on CDI skills events, conferences and master classes;
- Invitation to attend two free to members research-focused development days, organised with the support of NICEC;
- Use of over 600 resources in the CPD Resources Area including back copies of Career Matters and the NICEC Journal;
- Knowledge that you are working within an ethical and recognised code of practice, supported by a strict disciplinary procedure.

The Register is of value to all practitioners, whichever part of the sector they work in, including managers and trainers.

## Costs

If you are already a CDI member the cost of joining the UK Register of Career Development Professionals is £55. 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.

## Register Requirements

You need to be able to meet the requirements relating to:

- Qualifications; <https://www.thecdi.net/Professional-Register->
- Code of Ethics; <http://www.thecdi.net/Code-of-Ethics>
- 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.

## Joining the Register

To join please go to: <https://www.thecdi.net/Registered-Professional-Member>

## 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](mailto:Claire.johnson@thecdi.net).

Private practitioners find it particularly useful to advertise their services via the Find a Career Development Professional facility.



Ground Floor,  
Cophall House,  
1 New Road,  
Stourbridge,  
West Midlands  
DY8 1PH

Tel: 01384 376464  
Email: [hq@thecdi.net](mailto:hq@thecdi.net)  
[www.thecdi.net](http://www.thecdi.net)