



CDI Briefing for Employers

UK Register of Career Development Professionals

September 2017



Briefing

As a sector employer we feel sure that you will agree that your staff are your most important resource. You will also recognise that a qualified workforce, who maintain their CPD will provide the most effective support for your clients, and furthermore their skills will contribute to your organisation's profitability.

This purpose of this briefing is to explain the UK Register of Career Development Professionals, the role of the Career Development Institute(CDI) in its regulation; the support provided by the CDI to registrants and the benefits to organisations of employing staff who are professionally qualified and on the Register.

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 to the economy and society and thus makes a major contribution to social justice.

In a dynamic world with many challenges and opportunities for individuals and societies, assumptions about careers are being turned on their heads. It is no longer possible to rely on the career ladders and working patterns of the past. Young people and adults need to be competent career managers with the skills and knowledge to design their own career path, and the confidence to respond to career challenges and changing circumstances as they emerge.

For young people and adults being able to access support from someone who is professionally qualified to help individuals develop these skills is vital.

The UK Register of Career Development Professionals (the Register)

Acknowledging that career development professionals in the twenty-first century require specialist skills and knowledge, whereas 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 this person is professionally qualified to practice.

In order to meet the need to regulate the career development profession as identified in the Career Profession Task Force Report, *Towards a Strong Careers Profession (2010)*, the Government asked that a professional register be established so that clients and employers could see that those people on the Register are:

- professionally qualified in a career development subject to a minimum of QCF Level 6/SCQF level 11 and minimum of 60 credits



- adhere to a Code of Ethics and
- undertake and record a minimum of 25 hours CPD each year to maintain and develop their skills and knowledge.

An initial Register was set up in 2013 and the CDI has developed this further, so that today it stands as the sector equivalent of Chartered Status. We encourage registrants to promote their status by calling themselves a Registered Career Adviser/Coach/Consultant; use the Registered Professional logo and the letters RCDP (Registered Career Development Professional) after their name.

Qualified teachers who have a role as a Careers Leader/Co-ordinator and hold one of the careers education qualifications approved by the CDI 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 personal career guidance to students.)

The reality is that the Register is of value to all practitioners, whichever part of the sector they work in, including managers and trainers. For example, private practitioners can advertise their services via the *Find a Career Development Professional* facility. Employed career advisers can also do this by adding their personal profile, listing the services offered by their company.

Six reasons why demonstrating that your staff are professionally qualified is important

- 1. Proving your staff are qualified:** Put simply, nobody would want to receive medical, legal or financial advice from a person who was not professionally qualified. Similarly everyone should expect that the person providing them with lifelong career development services, enabling them to make decisions about their future training, employment and working lives, would be equally well qualified.
- 2. Professional assurance:** Being able to state that your staff are professionally qualified and on the Register provides this reassurance to your clients and gives you a competitive edge over other providers whose staff are not professionally qualified and registered.
- 3. Evidencing a commitment to CPD which benefits the employee and the organisation:** Professional registration recognises standards of

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excellence in the practice of career development. It commits employees to continuing professional development (CPD) and proves that employers are investing in the talent of their workforce. Through their professional networking, staff can stay abreast of developments in the sector and enable organisations to benefit from this information.

4. Recognising the highest industry standards:

Encouraging individuals to apply for professional registration recognises the skills and knowledge they bring to an organisation and their commitment to developing these through lifelong learning for the benefit of their clients and organisation.

5. Messaging ethical practice: Professional registrants also commit to the CDI Code of Ethics. Inspiring employees to become professionally registered sends a message about ethical standards and enhances your organisation's reputation through this commitment to ethical practice.

In an increasingly competitive world, being able to say that staff are on a professional register can help your organisation to stand out from the crowd when tendering for contracts and promoting activities.

Professional Qualifications

As the guardian of the Register the CDI maintains a list of qualifications which are recognised as acceptable for entry. These are all at either graduate or post graduate level in career development subjects or in CDI deemed equivalents. Details can be found in the brochure at: <http://www.thecdi.net/Professional-Register>

The most common ones held by people working in the sector are:

- Master's/Post Graduate Diploma in Career Guidance/Development/Management/Career Education and Coaching in which is nested the CDI awarded Qualification in Career Guidance/Development
- Diploma in Career Guidance (Parts 1 & 2)
- NVQ Level 4 in Advice and Guidance or LDSS (pre 2011) plus QCF Level 6 units: Reflect on and improve professional practice, Career guidance theory and Use career and labour market information with clients (or equivalent HE modules).
- Master's/Post Graduate Diploma in Career Education, Information and Guidance in Higher Education
- QCF Level 6 Diploma in Career Guidance and Development

Importantly, all qualifications accepted for the Register cover the National Occupational Standards in Career Development.

Adherence to the CDI Code of Ethics

In common with other professional roles in society, career development professionals adhere to the CDI Code of Ethics. This consists of twelve principles

covering: Accessibility; Accountability; Autonomy; Competence; Confidentiality; Continuous Professional Development; Duty of Care – to clients, colleagues, organisations and self; Equality; Impartiality; Justice; Transparency and Trustworthiness.

Adherence to this Code of Ethics is supported by a framework for dealing with ethical issues and a series of illustrative case studies.

The CDI has a Discipline and Complaints Procedure to deal with any complaints which arise if a member is thought to have breached any of these principles.

Maintaining and developing skills and knowledge

As a professional, a registrant has a duty to maintain and develop their professional skills and knowledge throughout their working lives. The CDI encourages registrants to use the Blueprint of Learning Outcomes for Professional Roles in the Career Development Sector to ascertain areas for development as part of their CPD.



Registrants must record and reflect on 25 hours CPD each year by using the facility on the CDI website (where organisation have their own well-developed system for recording CPD it may be possible to use this and provide a copy of the record). CPD is monitored twice a year by the CDI Professional Development Manager and anyone not adhering to this requirement without good reason is removed from the Register.

CDI Support for Registrants

A requirement of being on the Register is that the person is also a CDI member in their own right, ie not a School Affiliate or Affiliate organisation.

Membership entitles the person to a range of benefits which supports them in maintaining their professional status and place on the Register. The benefits package, which includes free access to webinars and several free CPD events annually, is particularly helpful in straitened times when employers are not able to offer as many in-house CPD opportunities as was once the case. Details of these benefits appear in Figures 1 and 2 (over page)

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Figure 1: CDI membership benefits and their role in supporting professionalism

Demonstrating professionalism	How the CDI can help
Adopting professional values and adhering to ethical standards	<ul style="list-style-type: none"> • CDI Code of Ethics and Complaints and Discipline Procedure • Case Studies to show the use of a framework for ethical practice • Active Professional Standards Committee
Reflecting on practice, recognising the need to develop own skills and knowledge continuously and undertaking CPD both formal and informal	<ul style="list-style-type: none"> • CPD recording and reflection on website • CPD Resources Area • Monthly CPD Newsletter with ideas about CPD opportunities for particular topics • Courses, Conferences and Events • Free webinars • Communities of Interest • Career Development Progression Pathway • National Occupational Standards: Career Development and Blueprint of Professional Roles
Integrating current research and theory into practice	<ul style="list-style-type: none"> • Free CDI/NICEC Research focused development days, twice a year • UK Career Development Awards • NICEC Journal – April and October
Keeping up to date with societal and technological developments	<ul style="list-style-type: none"> • Fortnightly News by Email/Sector News • Quarterly Career Matters Journal
Networking and publicly advocating for the value and impact of the profession for the benefit of clients	<ul style="list-style-type: none"> • Career Matters articles on Economic and Health Benefits of Career Development • Communities of Interest including ones for each nation • Regional meetings • Meetings with Government/Assembly officials • Manifesto for each nation to inform election manifestoes
Contributing to the body of professional knowledge	<ul style="list-style-type: none"> • Commissioning articles for Career Matters • Board/Council/Professional Standards Committee • Community of Interest (Research)
Celebrating excellence in our profession	<ul style="list-style-type: none"> • UK Career Development Awards

Figure 2: CPD Resources Area (Members only)

- CPD Resources, categorised by the seventeen NOS: CD, detailing online and published resources and training, events and conferences
- previous copies of Career Matters, NICEC Journal and News via Email and CPD Monthly Newsletters
- online learning and accessing research guides that can help members find more CPD sources
- A to Z of CPD ideas on different types of activities
- recordings of all CDI webinars
- International resources
- PhD Theses and Master's dissertations on career development topics

Costs

CDI membership costs £97 per year with a one off £25 admin fee. Joining the UK Register of Career Development Professionals costs £55 with an annual renewal cost of £25. Those people who are not already a CDI member can join as a Registered Professional for £152 and save the £25 admin fee.

Bulk membership at discounted prices is available for 10 or more people joining as members at the same time and payment on the one invoice.

Summary

The Register which is the sector's equivalent of Chartered status, 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 roles in these terms, alongside the National Occupational Standards: Career Development enables employers and their staff to explain what is involved and to advocate why all clients deserve these essential activities to be delivered by someone who is professionally qualified and experienced to do so.

Being able to use the Register logo, post nominals (RCDP) and the Registered Professional badge will enable employers and staff to enjoy a new confidence in promoting their status and that of the profession. Young people and adults will be assured that staff are equipped to support clients of all ages to make well informed, personalised career development decisions which will support their personal and economic well-being and social mobility.

Further Information

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