
Overview

This standard is for career development practitioners.

This standard is about developing individuals' career management skills enabling them to identify and reflect on their own motivations, strengths, needs, aspirations, networks and career development goals.

This could take place on a one to one basis or in groups, face to face or remotely.

Performance criteria

You must be able to:

1. support individuals to identify their expectations, strengths, needs and aspirations
2. communicate in ways that engage individuals and keep them motivated
3. give individuals enough opportunity to communicate, reflect and reach their own conclusions
4. use interventions and learning and development approaches that help individuals identify and develop their career management skills
5. motivate individuals to overcome barriers to progress and achievement
6. agree with individuals the actions needed, in relation to their needs and aspirations
7. record outcomes in line with organisational requirements
8. act in ways that adhere to the ethical practice required within your organisation or profession
9. challenge any prejudice, use of stereotypes, discrimination and unethical or oppressive behaviour
10. encourage individual autonomy in the career development process
11. promote inclusivity, diversity and equality of opportunity
12. maintain confidentiality and security of individual information that meets relevant legal requirements and organisational policies
13. demonstrate understanding of legal requirements, local procedures and your own accountability for safeguarding young people and vulnerable adults

Knowledge and understanding

You need to know and understand:

1. legal, organisational and policy requirements relevant to your role and the activities being carried out
2. how individuals' internal and external influences can affect their development of career management skills
3. methods of probing, questioning and encouraging reflection to assess individuals' strengths, needs and aspirations
4. principles of effective communication
5. the strengths and weaknesses of different interventions, techniques and approaches for supporting individuals to develop effective career management skills
6. how to keep up-to-date with developments in interventions, techniques and approaches and how to use them with individuals
7. the barriers to development and employment, how to recognise them and strategies to overcome them
8. how to manage individuals' needs within the limits of the service offer
9. how to use and record results of chosen interventions, techniques and approaches
10. relevant ethical principles and codes of professional ethical practice and the consequences of not adhering to them
11. how to encourage individuals' ownership of the career development process
12. the boundaries and limits of own professional expertise
13. the boundaries of confidentiality, when it is appropriate to disclose confidential information to others and the processes required
14. measures to safeguard young people and vulnerable adults

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Relevant Occupations Careers Advisers and Vocational Guidance Specialists; Customer Service Occupations; Education and training; Executive Coach; Functional Managers; Helpline Workers; HR Staff; Learning Mentor; Managers and leaders with responsibility for interagency working; Personnel, training and industrial relations managers ; Professional Occupations; Research Professionals; Teaching Professionals

Suite Career Development

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