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## Overview

This standard is for career development practitioners.

This standard is about sourcing, evaluating, storing and maintaining information to meet individuals' needs and enabling them to identify, access, interpret and use the information for career development.

Career development information includes labour market intelligence (LMI) and other career or learning related information. It could relate to qualifications, learning and training opportunities, internships and placements, employment and career progression opportunities, support organisations or opportunities that can support the employability of individuals.

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## Performance criteria

You must be able to:

1. identify and assess the career development information requirements of individuals
2. signpost and, where relevant, obtain career development information on behalf of individuals which meets their needs
3. monitor career development information for currency, accuracy and relevance to individuals
4. source new career development information that meets individual and organisational needs
5. ensure that individuals can access and identify valid and current career development information that is relevant to them including through social media
6. identify what support individuals need to find the career development information they require
7. assist individuals to access, interpret and use career development information appropriately
8. ensure career development information is stored in a way that meets organisational requirements and is accessible to individuals
9. act in ways that adhere to the ethical practice required within your organisation or profession
10. challenge any prejudice, use of stereotypes, discrimination and unethical or oppressive behaviour
11. encourage individual autonomy in the career development process
12. promote inclusivity, diversity and equality of opportunity
13. maintain confidentiality and security of individual information that meets relevant legal requirements and organisational policies
14. 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. the career development information requirements of individuals using the service
3. the techniques and tools to support individuals searching for career development information
4. the range of information available on local, regional, national and international labour markets
5. where to find career development information and how technology can support information retrieval
6. how to distinguish between different types of career development information including marketing information
7. the value and sources of quality-assured career development information
8. how to access and appropriately use social media
9. appropriate methods of structuring and presenting career development information
10. how to support individuals to develop information interpretation skills
11. additional support available for individuals with specific needs
12. relevant ethical principles and codes of professional ethical practice and the consequences of not adhering to them
13. how to encourage individuals' ownership of the career development process
14. the boundaries and limits of own professional expertise
15. the boundaries of confidentiality, when it is appropriate to disclose confidential information to others and the processes required
16. 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

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**Suite** Career Development

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