
Overview

This standard is for career development practitioners.

This standard is about helping individuals to evaluate their progress and achievement against goals and development objectives, identify barriers and adapt their plans for the future.

The review may take place through varied methods of contact including face to face, email, web-chat, telephone, text and social media. The process should enable individuals to develop the skills to review their own progress and implement their development objectives.

Performance criteria

You must be able to:

1. provide opportunities for individuals to obtain feedback on progress
2. help individuals to apply the career management skills they have developed and recognise those they still require to develop
3. enable individuals to review the effectiveness of the methods they are using to plan for the future
4. encourage individuals to identify any barriers to progress and achievement
5. motivate individuals to overcome barriers to progress and achievement
6. enable individuals to review the ongoing relevance of goals and development objectives
7. enable individuals to update revised goals, development objectives and action plans in appropriate formats
8. evaluate the effectiveness of work with individuals, how their outcomes were achieved and plan improvements as required
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 requirement, local procedures and 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 process of progress review, different types and ways of giving feedback
3. the positive effect on motivation of recognising achievements
4. how to measure success against goals and development objectives
5. how to establish what action has and has not been taken and the reasons why
6. how, why and what account should be taken of prior learning and experience
7. the barriers to development and employment, how to recognise them and strategies to overcome them
8. why goals and objectives may need to change
9. appropriate sources of specialist support within and outside the organisation to meet the specific needs of individuals
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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