
Overview

This standard is for career development practitioners.

This standard is about leading and managing career development work in an educational, training or rehabilitation institution, such as a school, college, work-based training provider, university or secure estate, or in a community setting or employing organisation. It relates to leading and managing the whole provision, or a substantial part of the provision, of career development work in the organisation.

The provision of career development work could include careers information, advice and guidance, coaching and career-related learning.

Performance criteria

You must be able to:

1. negotiate with senior leaders and managers on policy, priorities and resources for career development work
2. design and plan, individually or with others, an overall programme of career development work for the organisation
3. manage the contributions of staff with responsibilities for delivering elements of career development work
4. prepare, manage and account for budgets for career development work
5. oversee the establishment, maintenance and development of a comprehensive, up to date and accessible provision of careers information in the organisation
6. work with staff within the organisation to identify individuals' advice and guidance needs, and refer individuals to advisers working in, and with, the organisation
7. negotiate or commission careers information, advice and guidance services from external providers where warranted
8. secure effective partnerships with other departments in the organisation to contribute to the programme of career development work
9. secure effective partnerships with employers, education and training providers and other external agencies to contribute to the career development work in the organisation where appropriate
10. analyse the training needs of staff involved in career development work in the organisation
11. plan and lead training and briefing sessions for staff and review the impact of training
12. review and evaluate the overall provision of career development work in the organisation, using relevant and appropriate quality frameworks
13. manage continuous improvement, change and innovation in career development practice within the organisation
14. act in ways that adhere to the ethical practice required within your organisation or profession
15. challenge any prejudice, use of stereotypes, discrimination and unethical or oppressive behaviour
16. encourage individual autonomy in the career development process
17. promote inclusivity, diversity and equality of opportunity
18. maintain confidentiality and security of individual information that meets relevant legal requirements and organisational policies
19. demonstrate understanding of legal requirements, local procedures and on 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 sources of advice, support and new ideas for career development work
3. the main components of career development work
4. the range of people, internal and external to the organisation, who could contribute to career development work, and their respective roles
5. the resources needed to deliver career development work
6. the sources of careers information
7. how to design programmes of work for career-related learning
8. the principles of partnership working
9. how to prepare a specification for information, advice and guidance services
10. how to commission careers information, advice and guidance services where appropriate
11. the main quality frameworks for career development work
12. how to monitor, review and evaluate career development practice
13. how to structure and write a development and improvement plan
14. how to analyse staff training needs and identify the most effective approaches to staff training
15. how to lead on change management and innovation within the organisation
16. relevant ethical principles and codes of professional ethical practice and the consequences of not adhering to them
17. how to encourage individuals' ownership of the career development process
18. the boundaries and limits of own professional expertise
19. the boundaries of confidentiality, when it is appropriate to disclose confidential information to others and the processes required
20. measures to safeguard young people and vulnerable adults

Developed by CDI

Version Number 1

Date Approved July 2014

Indicative Review Date February 2016

Validity Current

Status Original

Originating Organisation CDI

Original URN CDICRD10

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

Keywords advice, aspiration, career, client-centred, development, education, employment, equality, ethical, goals, group, individual, information, labour market, learn, motivation, needs, network, objective, partnership, plan, practice, refer, reflect, theory
