

CONTINUING PROFESSIONAL DEVELOPMENT POLICY FOR AUSTRALIAN CAREER DEVELOPMENT PRACTITIONERS

PURPOSE

While entry level skills and qualifications are important, in an environment of rapid change it is essential that career development practitioners embrace life long learning and regularly update their knowledge and skills across their professional lives in order that they maintain currency in the field and also provide the best service possible to clients. Effective Career Development Practitioners seek to continually improve their practice through Continuing Professional Development (CPD).

CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development is a commitment to ensuring that career development practitioners are reflective thinkers who pursue excellence in career development practice through continued learning across their professional lives. The purpose of CPD is to encourage career development practitioners to:

reflect upon themselves as individuals in the context of their practice

- establish professional learning goals which increase knowledge, skills, and competencies
- participate in learning activities appropriate to meet the legal and ethical obligations of the profession
- pursue opportunities for individual and collegial professional renewal.

An outcome of CPD is the achievement of excellence in career development practice for the benefit of clients and the community.

FRAMEWORK FOR CONTINUING PROFESSIONAL DEVELOPMENT

The competency guidelines outlined in the *Professional Standards for Australian Career Development Practitioners* provide a framework for continuing professional development by identifying the skills, knowledge and attitudes required by all career development practitioners. The core competencies are grouped into seven broad categories specifically:

1. Career Development Theory
2. Labour Market
3. Advanced Communication Skills
4. Ethical Practice
5. Diversity
6. Information and Resource Management
7. Professional Practice

In addition, the *Professional Standards for Australian Career Development Practitioners* identify the specialisations of assessment, counselling, program delivery, working with people with disabilities, project management and employer liaison.

These core competencies and specialisations may guide professional associations in the provision of CPD and career development practitioners in setting their learning goals.

TYPES OF PROFESSIONAL DEVELOPMENT

It is acknowledged that learning may take place in many different ways and in many different settings. Access to face to face CPD may be limited for career development practitioners working in remote locations. Therefore the range of acceptable CPD activities is diverse and caters to a wide range of career development practitioners working in a wide range of settings.

Career development practitioners may choose CPD activities that are relevant for their ongoing knowledge and skill development. These include:

- participation in conferences and skill development programs
- participation in professional development workshops and activities
- reading professional publications
- engaging in professional supervision
- engaging in professional mentoring
- academic study in the field of career development beyond the entry level qualifications
- writing or presenting professional papers
- participation in quality assurance
- research activities
- active membership of CICA member associations, career development advisory bodies, and other relevant committees.

CICA Member Associations should ensure that where possible educational materials are available on the web or for loan in order to assist rural and remote practitioners to fulfil their CPD requirements.

MINIMUM CPD REQUIREMENTS

It is a requirement of the *Professional Standards for Australian Career Development Practitioners* that career development practitioners undertake a minimum amount of professional learning relevant to their needs. The CICA determined minimum standard for CPD is that career development practitioners accumulate a minimum of 15 hours of CPD per year.

Member Associations of CICA may determine their own requirements for CPD provided that they meet the CICA minimum standard. Career development practitioners are required to meet the minimum CPD requirements of each CICA Member Association to which they belong to maintain continuing membership.

At membership renewal, career development practitioners will be asked to confirm that they have complied with the CPD requirements of their professional association for the preceding membership year. When membership commences after the beginning of a membership year, the requirements are pro rata for the first incomplete year.

RESPONSIBILITIES OF CICA MEMBER ASSOCIATIONS

The *Professional Standards for Australian Career Development Practitioners* outlines the responsibilities of CICA Member Associations. Specifically CICA Member Associations have a responsibility to:

- incorporate into their own standards a model of continuing professional development that accords with the *CICA Professional Standards for Australian Career Development Practitioners*
- require professional and associate career development practitioners to confirm that they complied with the CPD requirements of the Association as part of the membership renewal process
- provide a program of CPD for their professional and associate career development practitioners
- provide a mechanism to enable professional and associate career development practitioners to record and provide evidence of their CPD with their membership renewal
- provide CPD that enables professional and associate career development practitioners to maintain the competencies as defined in the *Professional Standard for Australian Career Development Practitioners*
- where possible, develop cooperative arrangements across associations for the delivery of CPD
- accept that where professional and associate career development practitioners have complied with the CPD requirements of one of the CICA Member Association, this will be recognised for the membership renewal process of other CICA Member Associations.

In addition, CICA Member Associations have a responsibility to:

- provide clear guidelines to their members regarding CPD requirements
- to undertake random audits of members
- develop procedures to deal with members who fail to comply with CPD requirements or who falsely represent their CPD
- ensure members in remote areas have CPD opportunities.

RESPONSIBILITIES OF CAREER DEVELOPMENT PRACTITIONERS:

The *Professional Standards for Australian Career Development Practitioners* outlines the responsibilities of career development practitioners. Specifically career development practitioners have a responsibility to:

- engage in CPD according to the standards of their professional association
- record and retain evidence of their CPD
- confirm that they have complied with the CPD requirements of their professional association as part of their membership renewal
- provide evidence of their CPD if required by their professional association.

In addition, career development practitioners have a responsibility to:

- reflect on their practice
- determine learning goals being mindful of the core competencies outlined in the *Professional Standards for Australian Career Development Practitioners* and also the competencies of the specialisations they work in
- engage in professional development appropriate to their learning goals.

Continuing Professional Development is a requirement of the *Professional Standards for Australian Career Development Practitioners*. All CICA Member Associations require their members to undertake CPD in order to maintain their membership. Career development practitioners are responsible for determining the professional learning and development activities that are appropriate to their learning goals.