
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/virtually.

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

Glossary

Technology

Hardware (devices/kit) and online methods/tools/apps which can be used in the delivery and assessment of learning programmes.

Provision

The career development activities offered by a team, service, organisation or sector.

CLDCD04

Support individuals to identify and explore their career development needs and aspirations



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