
Overview

This standard is for career development practitioners.

This standard is about planning and delivering career-related learning activities. Activities could be related to self-awareness, aspiration raising, opportunity awareness, motivation, confidence-building, empowerment, entrepreneurship, networking, transition and change management, decision-making and avoidance, action-planning, option-evaluation, identifying and accessing opportunities.

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. plan career-related learning activities that best meet the identified development needs of individuals within the resources available
2. use delivery strategies that increase confidence and promote the ability of individuals to take responsibility for their own development
3. agree clear and measurable outcomes with individuals
4. deliver career-related learning activities in ways that enable individuals to fully engage with their development
5. use appropriate strategies to manage group dynamics and behaviour and optimise learning for individuals
6. Use a range of delivery methods and techniques relevant and accessible to the audience.
7. tailor delivery methods and content to optimise the progression of individuals
8. support individuals to review their learning and manage their progression
9. use feedback to assess impact of learning and review career-related learning activities
10. maintain records of individual development that comply with relevant legislation and organisational requirements
11. act in ways that adhere to the ethical practice required within your organisation or profession
12. challenge any prejudice, use of stereotypes, discrimination and unethical or oppressive behaviour
13. encourage individual autonomy in the career development process
14. promote inclusivity, diversity and equality of opportunity
15. maintain confidentiality and security of individual information that meets relevant legal requirements and organisational policies
16. 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. the range of opportunities that career-related learning and personal development may cover
7. the range of development methods available to individuals
8. different delivery strategies and how they affect individual motivation and take into account different learning styles
9. the potential of technology to improve delivery and how to overcome any limitations it presents
10. how to define clear and measurable outcomes for activities
11. the resources necessary for the different types of activity
12. how to minimise the adverse effects of location and environment on activities and individual engagement
13. the barriers to development and employment, how to recognise them and arrange activities to overcome them
14. how to involve individuals in planning, development and delivery of activities
15. how to evaluate activities using individuals' feedback and measurement against outcomes
16. how to encourage individuals' ownership of the career development process

Glossary

Delivery Methods

Modes of engagement with career information, advice and guidance provision. Examples include but are not limited to: individual meetings, group work, presentations, virtual or in person interactions, use of online tools and apps.

Technology

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

Resources

This covers any physical or human resource that supports the learning and development process and could include technical equipment, digital technologies (including online tools and apps), handouts, workbooks, people – for example external speakers – and visits to places of interest.

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