
Overview

This standard is for career development practitioners.

This standard is about reflecting on current practice, identifying own learning and development needs and taking part in continuing professional development to develop and maintain own knowledge, skills and practice in career development.

Reflect on, develop and maintain own skills and practice in career development

Performance criteria

You must be able to:

1. review and evaluate own skills, knowledge and career development practice against current performance requirements
2. identify trends and developments relevant to own skills, knowledge and career development practice
3. identify and critically reflect on how own values, beliefs and attitudes influence own career development practice
4. seek feedback to reflect on and evaluate own performance
5. ensure own career development practice is inclusive and promotes equality and diversity
6. address internal and external constraints that impact on own practice
7. plan and access development opportunities needed to keep own knowledge, skills and practice up to date and enable own work to be carried out more effectively
8. use records of own actions, development plans and progress to support and inform ongoing reflective practice
9. apply new knowledge and skills to consolidate learning and improve own practice
10. review the effectiveness of newly acquired knowledge and skills
11. engage positively with opportunities for support and supervision
12. share effective practice with other practitioners

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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 benefits of continuously reflecting on, evaluating and developing the skills, knowledge, practice, efficiency and effectiveness of career development practice
3. the aims, values, policies, procedures, roles and ways of working of own organisation if applicable
4. the extent and limitations of the requirements and responsibilities associated with own role
5. organisational, team and own professional goals
6. current performance requirements relevant to own practice
7. the impact of values, beliefs and attitudes based on reflective practice and learning and development
8. methods to evaluate and review own skills, knowledge and practice
9. how to provide and act on feedback
10. ways to evaluate the effectiveness of learning resources and learning provision you have used
11. the benefits of sharing own learning and development

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Developed by CDI

Version Number 2

Date Approved July 2014

Indicative Review Date February 2016

Validity Current

Status Original

Originating Organisation CDI

Original URN CDICRD02

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
