

Choosing a career development practitioner

The Career Industry Council of Australia (CICA) is the National Peak Body for the Career Industry. CICA hopes this information sheet will help you understand

- what career development practitioners do
- how career development practitioners might assist you
- how to choose a career development practitioner

A career development practitioner might help you when you

- are looking for a career change
- are retrenched or unemployed
- don't want to stay in your job forever
- think it might be time to study
- don't know what to study
- are choosing school subjects
- don't know what you want to do
- are looking for a better work / life balance
- reskilling or retraining for work in the new economy
- want a better job
- want to improve your promotional chances

What is career development?

The lifelong process of managing learning, work, leisure and transitions in order to move towards a personally determined and evolving future. It may be defined as the complex process of managing life, learning, and work over a lifespan.

What are career development services?

Career development services include career education, career exploration, career-related learning, career information, career assessment, career advice, career coaching, career counselling and career guidance. While career development practitioners can provide these services in different ways, at their heart is the individual, with particular capacities and requirements at particular points in life.

An individual's need for specific forms of career development services will vary according to their life-stage, skills and circumstances. Ultimately, however, the common aim is to enable individuals to manage their careers by knowing how to access and use relevant career information independently, and how to access services when they need them.



What is a career development practitioner?

Career development practitioners provide services that help people manage their careers, make occupational and study decisions, plan career transitions and find career information.

They may be called:

- career counsellors or advisers
- employment counsellors
- career management consultants
- career practitioners
- career coaches
- rehabilitation counsellors
- guidance officers
- guidance counsellors
- work development officers
- employment support workers
- work experience coordinators
- job developers
- placement coordinators
- vocational rehabilitation workers

Where do career development practitioners work?

Career development practitioners work in a range of settings including: Schools, Higher Education (TAFE & Universities), Employment Service providers, business organisations, government and in some community agencies and private practice.

What do career development practitioners do?

Career development practitioners may work with individuals or small groups. Some of the services they provide include:

- career counselling
- career education
- job placement
- employment services
- recruitment
- career coaching
- training
- mentoring
- coordinating work experience or internships
- resume preparation
- career planning
- administering and interpreting vocational assessment
- teaching job hunting strategies

Professional Standards

In Australia a set of Professional Standards for Australian Career Development Practitioners has been developed and implemented through the Career Industry Council of Australia and its Member Associations.

The Professional Standards consist of:

- Agreed Terminology
- Membership of the Profession
- Code of Ethics
- Entry-level Qualifications
- Continuing Professional Development
- Competency Guidelines

How to choose a career development practitioner?

As you can see, different career development practitioners may provide different services.

You need to:

- Ask questions, even if you are not entirely clear of your direction
- Ask the practitioner whether they are a Registered as a Professional by CICA
- Ask the practitioner what type of a service they provide, and how much they charge (fees may vary according to the service provided)
- Make sure that the practitioner is a Professional Member of a CICA Member Association. The Association will ensure that they comply with the Professional Standards for Australian Career Development Practitioners.

How do I find a career development practitioner?

You will find a list of CICA member associations by visiting the website at <http://www.cica.org.au>.

You can browse through each association's website to locate their members who provide career services.

