

CICA Professional Standards Competency Mapping of Delivery & Assessment

Core Competencies are the skills, knowledge and attitudes required by all Career Development Practitioners regardless of their work setting.

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| Number | CICA Core Competency | Delivery | Assessment |
| 1 | Career development theory |  |  |
| 1a | Describe major career development theories, concepts, research, and associated models and frameworks |  |  |
| 1b | Apply career development theories, concepts, research, and associated models and frameworks to practice |  |  |
| 2 | Labour market information |  |  |
| 2a | Source, understand and apply credible, reliable labour market information that is free of bias |  |  |
| 2b | Use labour market information to assist clients in job search strategies and career planning |  |  |
| 3 | Communication and interpersonal skills |  |  |
| 3a | Establish and maintain rapport |  |  |
| 3b | Use effective verbal and written communication skills |  |  |
| 3c  | Work effectively in a team environment |  |  |
| 4 | Ethical practice |  |  |
| 4a | Apply the CICA Code of Ethics |  |  |
| 4b | Demonstrate commitment to professionalism |  |  |
| 4c | Demonstrate commitment to lifelong learning |  |  |
| 5 | Diversity and inclusion |  |  |
| 5a | Recognise and respect diversity |  |  |
| 5b | Conduct career development work in culturally sensitive ways |  |  |
| 6 | Technology, information and resources |  |  |
| 6a | Collect, analyse and use information |  |  |
| 6b | Keep up-to-date with emerging technologies and innovations |  |  |
| 6c | Identify relevant support organisations, resources and services |  |  |
| 7 | Professional practice application |  |  |
| 7a | Conduct needs assessment |  |  |
| 7b | Follow case and/or project management procedures |  |  |
| 7c | Use enterprise skills |  |  |
| 7d | Evaluate the service provided to clients |  |  |

Specialised Competencies are the additional skills, knowledge and attitudes that may be required by some Career Development Practitioners to undertake specific career development roles or cater for the needs of specific client groups. Appropriate training must be undertaken to develop the Specialised Competencies.

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| Number | CICA Specialised Competency | Delivery | Assessment |
| 1 | Career assessment |  |  |
| S1 | Assess, develop and apply career assessment |  |  |
| 2 | Career counselling |  |  |
| S2 | Apply career counselling skills |  |  |
| 3 | Career development program delivery |  |  |
| S3 | Assess the need for, design, deliver and evaluate career development programs |  |  |
| 4 | Diverse clients |  |  |
| S4 | Work with diverse people |  |  |
| 5 | Project Management |  |  |
| S5 | Design, develop, implement, and evaluate projects |  |  |
| 6 | Industry liaison |  |  |
| S6 | Liaise with employers and other organisations |  |  |
| 7 | Research Skills |  |  |
| S7 | Conduct research |  |  |