

Australian Register of Professional Career Development Practitioners

GUIDELINES

www.cica.org.au/theregister

1. Introduction

The Career Industry Council of Australia (CICA) is the National Peak Body for the Career Industry in Australia.

CICA is responsible for developing and promulgating the Professional Standards for Australian Career Development Practitioners and leads the industry to ensure a commonly understood appropriate standard of education, training and continuing professional development for career development practitioners is maintained.

This responsibility includes ensuring that key stakeholders of the Australian career development industry (e.g., including, but not limited to, professional associations, consumers, practitioners, education and training providers, government and delegated agencies, professions with interest in career development practice) have access to the information that indicates that qualifications align to the Professional Standards.

The Australian Register of Professional Career Development Practitioners is the single national point of reference for ensuring and promoting professional career development practitioners across the whole industry in Australia.

2. Applying to join the Register

Individuals wishing to apply to join the Register will require a CICA endorsed Graduate Certificate in Career Development or higher, or an equivalent career development specific qualification, and be a Professional Member of a CICA Member Association.

Equivalent career development specific qualifications refer to completed qualifications prior to the implementation of the Professional Standards for Australian Career Development Practitioners and CICA Program Endorsement.

All current and graduates and those of previously endorsed programs will be eligible to meet the requirements to join the Register.

Individuals wishing to apply to join the Register with equivalent career development specific qualifications and those applying with international qualifications will be required to map their qualification against the Core Competencies of the CICA Professional Standards.

The Australian Register Review Committee will review the mapping provided against the Core Competencies of the CICA Professional Standards to determine suitability.

3. CICA Endorsed Programs

CICA endorsement ensures that programs submitted by providers meet the needs of the career development industry both from a quality assurance and skill development perspective.

The content being delivered in the program is mapped to the core competencies of the CICA Professional Standards for Australian Career Development Practitioners.

Providers elect to submit their qualifications to CICA for endorsement. CICA does not seek out providers.

Applications for endorsement are reviewed by an independent endorsement committee to ensure that the programs are aligned to the core competencies of the CICA Professional Standards for Australian Career Development Practitioners.

Endorsement processes are undertaken on a not-for-profit basis.

CICA endorsement aligns with TEQSA requirements to ensure that those teaching in the programs have a plus one qualification in career development. An endorsement also ensures that the resources being used in the programs are current and have relevance.

CICA publicly lists all endorsed programs on our website but does not provide advice or recommendations on the choice of a provider for learners.

The current full history of CICA Endorsed Programs is available here

4. Fees and Payment

The current fee to apply to be listed on the Australian Register of Professional Career Development Practitioners is A\$50 plus GST.

Payment must be made on lodgement of an application and may only be made by Credit Card. All major credit cards are accepted.

Your credit card details will be captured at the application but will not be charged until your application is approved or your listing is renewed. Your credit card details will be stored securely by our payment gateway provider ([Stripe Inc.](#)).

5. Refunds & Withdrawals

Fees are not refundable after the application has been submitted.

6. Documents

Only original documents will be accepted. If any of your original documents are not in English, you will need to have them translated. Both the original document and the translation must then be submitted for Assessment. Acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters [NAATI](#).

7. Making an online application

Before you start your application, double-check you have all the required documents by reading the Application Checklist.

It is the responsibility of the applicant to ensure that the data entered in their online application form is a correct and true representation of the applicant's personal information, qualifications, and membership.

If any of your details have changed since your qualification was conferred, please upload evidence of this. For example, a marriage certificate to evidence a name change.

Your application must be decision ready before you submit an online application which means you must submit the required documentation to ensure your application can be assessed as efficiently as possible.

CICA is not obligated to request further documents. Submissions with missing, incorrect, or unnecessary documentation will delay the processing of your application and may result in an unsuitable outcome.

8. Application Status

All applicants will receive a confirmation email to their nominated email address after successfully completing the online application. The confirmation email will contain your unique Register Dashboard URL which you can use to access your online portal.

9. Application Processing Time

Applications are processed as soon as possible and within 5 working days, and any delays are dependent on the quality of the documentation and information provided. For applicants applying with equivalent career development specific qualifications or international qualifications, processing will commence once your qualification mapping document has been submitted.

10. Application Outcome

All applicants will receive a confirmation email to their nominated email address after their application has been approved or declined.

For approved applicants, the confirmation email will also contain your Registration Certificate and Tax Invoice.

For individuals whose application is declined, the email will outline the reason why the application did not meet the requirements.

11. Appeal Application

An Applicant can appeal a review decision if they disagree with the result of their assessment outcome and/or believe an error has been made in the assessment of their application.

The appeal process involves the reassessment of the original application by a member of the Australian Register Review Committee who was not involved in the original assessment.

Appeal Details:

- An Appeal application can only be submitted within 14 days from the date you have received your application outcome notification.
- Only one appeal can be made per case and the appeal outcome is final.
- An appeal fee is payable and will be refunded if your appeal is successful.
- No additional documentation can be submitted as part of an appeal.

12. Renewals

A listing on the Register will expire, 12 months from the approval of the application. It is the responsibility of the individual to ensure their listing remains current on the Register.

You will receive an email 30 days prior to your expiry date with details on how to make sure your listing remains current.

13. Continuing Professional Development (CPD)

Continuing Professional Development is mandatory for all persons listed on the Register. A minimum of 25 hours is required for each 12 month period.

The Key Principles of Continuing Professional Development

- Professional development is a continuous process that applies throughout the working life of professionals.
- Individuals are responsible for planning, managing, and recording their own development.
- Individuals decide for themselves their learning needs and how to fulfil them.
- Learning goals should be clearly articulated and well planned.
- CPD comprises a balanced mix of activities that include work-based activities, courses, seminars and conferences, and self-directed informal learning.
- All CPD should be planned and recorded.

14. Postnominals

Individuals listed on the Register will be able to use the postnominals - RPCDP (Registered Professional Career Development Practitioner) after their name.

15. Protecting your Privacy

At the Career Industry Council of Australia, we are committed to protecting your privacy. The primary use for personal information obtained or held by the Register is to identify each applicant and maintain discrete, confidential records related to the assessment and registration of professional career development practitioners.

We use the information we collect about you to maximize the services that we provide to you and to help inform advocacy on your behalf about the Australian career industry. We respect the privacy and confidentiality of the information provided by you and adhere to the Australian Privacy Principles and maintain security measures consistent with the guidance provided by the Office of the Australian Information Commissioner.

Please read our [Privacy Policy](#) for further information.