



Career Industry Council of Australia Professional Standards for Australian Career Development Practitioners

Briefing Paper 12: Continuing Professional Development

This paper is the twelfth in a series of briefing papers that will be distributed by CICA to all career development practitioners who belong to the member associations of CICA. The purpose of these papers is to assist career development practitioners to be well informed and updated on the Professional Standards project. The Professional Standards and previous Briefing Papers may be downloaded from the CICA website: www.cica.org.au

The **Professional Standards for Australian Career Development Practitioners** were agreed to by all of the CICA member associations in December 2005 and launched in April 2006. The Professional Standards were developed as a result of extensive consultation with practitioners and collaboration with the CICA member associations. Significantly, the Professional Standards represent international best practice and Australia is seen as a world leader in this regard.

The elements of the Professional Standards for Australian Career Development Practitioners are: 1) Terminology; 2) Membership of the Profession; 3) A Code of Ethics; 4) Entry-Level Qualifications; 5) Continuing Professional Development (CPD); and 6) Competency Guidelines that will inform the development of entry-level qualifications.

Care has been taken in the development of these Professional Standards to balance the autonomy and individuality of the member associations of CICA within a nationally agreed framework of Professional Standards for Australian Career Development Practitioners.

Implementation

The CICA [Professional Standards for Australian Career Development Practitioners](#) represent the minimum standards required by Australian career development practitioners. Since April 2006, CICA and its Member Associations have been phasing in the Professional Standards in order that they will be fully implemented by **1 January 2012**. CICA has developed policies to guide the implementation of the Professional Standards through the CICA Member Associations.

You will find the CICA Professional Standards on the [CICA website](#). Each CICA Member Association has developed Membership Requirements that accord with the CICA Professional Standards. Career Development Practitioners who comply with the Membership requirements of each CICA Member Association to which they belong will also be compliant with the CICA Professional Standards.

Continuing Professional Development

Continuing professional development refers to

The ongoing maintenance and growth of professional excellence through participation in learning activities which are planned and implemented to achieve excellence for the benefits of participants, clients and the community (AASW, 2002)

Why do we need continuing professional development?

While entry level skills and qualifications are important, it is also important that practitioners continue to update their knowledge and skills in order that they provide the best service that they can to clients.

What do career development practitioners have to do to meet their CPD requirements?

Professional and Associate career development practitioners are required to undertake a minimum of 15 (nominal) hours CPD each year. See CICA's [CPD Policy](#).

CICA Member Associations will determine their own policies regarding CPD which will necessarily accord with the CICA Professional Standards.

Within a common broad framework, CICA member associations will determine the specific tasks, activities, and events that career development practitioners may undertake to meet the CPD requirements.

CICA has funded the development of an online CPD tracking/recording system that individual members of CICA member associations may access directly in order to record, maintain and update the CPD they undertake. This database became operational in 2008. Some Member Associations use this system and others use their own system. Contact the CICA Member Association you belong to for details about how to record you CPD activities.

In general terms, the process that member associations have adopted to monitor compliance with the CPD requirements comprise:

- (1) Self-assessment by Professional and Associate Members by signing a declaration on their annual membership renewal form that they have complied with the CPD requirements for the previous year
- (2) Professional and Associate Members self-managing, maintaining and updating the online CPD database
- (3) Professional and Associate Members maintaining relevant substantiating evidence and documentation that supports the online records, and which they can produce at audit.
- (4) Conducting annual audits of Professional & Associate Members by Associations on an occasional/ad hoc basis to ensure completion of CPD requirements and the maintenance of supporting relevant evidence and documentation.

For specific information on Continuing Professional Development requirements, Career Development Practitioners are advised to contact the professional associations to which they belong.