

Australian Career Development Practitioners

Choosing a career development practitioner

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

CICA hopes this brochure 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 for ever
- 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
- want a better job
- want to improve your promotional chances

What is career development?

Career development describes the ongoing process of a person managing their life, learning and work over their lifespan. It involves developing the skills and knowledge that enable individuals to plan and make informed decisions about education, training and career choices. It applies to people of all ages.

What are career development services?

Career development services include career education, career exploration, career information, career advice, 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, TAFEs, Universities, Job Service Australia providers, business organisations, government and in some community agencies and private practice.



Australian Career Development Practitioners

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:

- Be willing to ask questions, even if you are not entirely clear of your direction
- Ask the practitioner whether they hold a current CICA Professional Career Development Practitioner certificate
- 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 belongs to a professional association that is a member of CICA as all CICA Member Associations and their members 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 our website at <http://www.cica.org.au>.

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

To find out more about CICA go to <http://www.cica.org.au>

