Competency Mapping of Delivery & Assessment

Professional Standards for Australian Career Development Practitioners (5th ed., 2026) • CICA Endorsed Course Providers

YOUR COURSE DETAILS

Course provider / institution		**Course name**	
Qualification level		**Date submitted (DD/MM/YYYY)**	
Prepared by		**Contact email**	

HOW TO COMPLETE THIS FORM

1 Core Competencies
Pages 2 to 8. Complete **every row**. All endorsed courses must address each Core Competency.

2 Specialised Competencies
Pages 9 and 10. Tick and complete **only those covered** in your course. Leave the others blank.

3 Save and submit
Save the completed form and submit it to CICA with your endorsement documentation.

WHAT TO WRITE

For each competency, tell us where it is taught and how it is assessed. Brief, specific entries are best.

No.	Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
2d	Understand the impact of automation, AI, and technological disruption on various career paths and industries	*Unit 3 covers how automation and AI are reshaping occupations, industries and skill needs. Students work with current workforce data and sector case examples in weekly seminars.*	*Unit 3, Task 1: industry report (40%). Students examine how technology is changing work in a sector of their choice and what this means for clients planning a career in it.*
3a	Establish and maintain rapport	*Unit 4 teaches relationship building and core interviewing skills through workshops and supervised practice sessions with feedback.*	*Unit 4, Task 2: recorded practice interview (30%). The marking rubric includes a criterion on building and sustaining rapport with the client.*

Examples only. Use your own subject or unit codes and assessment task names.

TIPS

- Open the form in Adobe Acrobat Reader (free) and type straight into the shaded boxes. Use the **Tab** key to move to the next box.
- Text shrinks to fit as you type. If you need more room, attach a separate page and note the competency number.
- Save your work as you go. You can close the form and return to it later.

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
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 in hybrid, digital and physical environments.		
1c	Integrate AI powered tools, digital platforms and emerging technologies when applying career development theories to support diverse client needs and preferences.		

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
2	**Labour market information**		
2a	Source, understand and apply credible, reliable labour market information that is free of bias including real-time data from multiple digital sources		
2b	Use labour market information to assist clients in job search strategies and career planning		
2c	Use online and AI-driven labour market platforms to access and interpret current trends, forecasts and skills demand.		
2d	Understand the impact of automation, AI, and technological disruption on various career paths and industries		

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
3	**Communication and interpersonal skills**		
3a	Establish and maintain rapport		
3b	Communicate effectively across diverse audiences and platforms, adapting your verbal and written approaches to match varying levels of digital literacy and accessibility needs.		
3c	Work effectively in hybrid team environments, including remote, in-person, and AI-assisted collaboration		
3d	Model professional digital interactions to communicate effectively using virtual platforms.		

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
4	**Ethical practice**		
4a	Apply the CICA Code of Ethics		
4b	Demonstrate commitment to professionalism		
4c	Demonstrate commitment to lifelong learning		
4d	Apply ethical principles to the use of digital tools.		

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
5	**Diversity and inclusion**		
5a	Recognise and respect diversity in all its forms, including digital divide considerations		
5b	Conduct career development practice in culturally sensitive ways		
5c	Ensure digital resources and platforms are inclusive, accessible, and appropriate for diverse client backgrounds.		

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
6	**Digital Literacy, Emerging Technologies, and Information Management**		
6a	Apply and Evaluate Digital Literacy and Emerging Technologies in Career Development Practice		
6b	Collect, analyse and use information		
6c	Keep up-to-date with emerging technologies and innovations		
6d	Identify relevant support organisations, resources and services		
6e	Maintain digital security and protect client information across all technological platforms		

CORE COMPETENCIES *Required of all Career Development Practitioners. Complete every row.*

No.	Core Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
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		
7e	Where appropriate use digital assessment tools to identify client goals, strengths, barriers, and levels of digital literacy		

SPECIALISED COMPETENCIES *For specific roles or client groups. Tick and complete only those covered in your course.*

No.	Specialised Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
S1	**Career assessment**		☐ **Tick if this competency is covered in your course**
	Assess, select, administer, interpret and apply career assessment instruments and processes to inform client understanding and support goal setting.		
S2	**Career counselling**		☐ **Tick if this competency is covered in your course**
	Apply advanced career counselling skills to support clients through complex transitions, decision-making processes and change.		
S3	**Career development program delivery**		☐ **Tick if this competency is covered in your course**
	Assess the need for, design, deliver and evaluate structured career development programs tailored to specific groups or contexts.		
S4	**Diverse clients**		☐ **Tick if this competency is covered in your course**
	Work respectfully and effectively with clients from diverse backgrounds, adapting services to meet cultural, linguistic, social, and individual needs.		

SPECIALISED COMPETENCIES *For specific roles or client groups. Tick and complete only those covered in your course.*

No.	Specialised Competency	DELIVERY: where is this taught? Unit, module, topic or learning activity	ASSESSMENT: how is this assessed? Task name, type and any weighting
S5	**Project management**		☐ **Tick if this competency is covered in your course**
	Design, develop, implement, and evaluate projects related to career development services or client engagement.		
S6	**Industry liaison**		☐ **Tick if this competency is covered in your course**
	Liaise with employers, industry groups and community organisations to build partnerships, identify opportunities, and support client transitions.		
S7	**Research skills**		☐ **Tick if this competency is covered in your course**
	Conduct, interpret, and apply research to inform and improve career development practice and policy.		

ANYTHING ELSE? (OPTIONAL) Add any context that will help CICA understand your course, or list any attachments.

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