



The National Peak Body for the Career Industry

Career Industry Council of Australia



CICA Registration

What is the Career Industry Council of Australia (CICA)?

The Career Industry Council of Australia (CICA) was established in 2000 with the majority of the current CICA Member Associations being founding members.

This group of Professional Associations, each of which represents a different constituency in the same profession, recognised a number of problems facing the profession.

First, the lack of a united voice in the field was perceived as problematic by policy makers who wanted a single point of contact with the career profession.

Second, across the profession, the training, qualifications and professional standards of career development practitioners varied and were not consistent with those of other professions. The associations recognised a pressing need to improve professional standards and in doing so, to develop a clearer identity for the profession.

With Australian Government funding, CICA worked closely with its Member Associations over many years to develop and implement the Professional Standards for Australian Career Development Practitioners, which were fully implemented through CICA and its Member Associations by January 2012.

CICA as the National Peak Body for the Career Industry in Australia serves a different role to that of its member associations. It focuses and has as its core business, Professional Standards, Quality and Benchmarking and is a point of contact for policy makers and other key stakeholders with interests in career development.



How do I register?

Applications for Registration are completed online by visiting the CICA website and clicking on Registration – <https://cica.org.au/cica-registration>

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Introduction

In 2013, CICA surveyed career practitioners from its Member Associations on a range of issues around the implementation and use of the CICA Professional Standards for Australian Career Development Practitioners.

As part of the survey, respondents were asked if they felt CICA should establish a Registration process as the National Peak Body in Australia. An overwhelming number of career practitioners (85%) responded positively.

As a result, CICA worked collaboratively with its Member Associations for 18 months to develop a Registration process that would represent a further step towards professionalising the field and strengthening the voice of CICA through representation of a large number of practitioners as well as its Member Associations.

At the December 2014 meeting, the CICA Council, representing all CICA Member Associations, voted unanimously to accept the proposed model presented and establish CICA Registration.

Launched in March 2015, the CICA Register of Career Development Professionals is the single national point of reference for ensuring and promoting the professional status of career development practitioners across the whole sector and to other members of the profession, clients and employers, as well as policy makers, funders and all other stakeholders.

Why is Registration Important?

Currently, there is not a single register of career development practitioners in Australia.

Member Associations of CICA represent their own constituencies and are smaller in size. Thus no particular professional association comprehensively represents the field of career development.

Policy makers and key stakeholders prefer to speak with peak bodies; CICA fulfils that function.

Policy makers and key stakeholders also need to have confidence in the career development industry.

Registration builds that confidence due to the whole industry approach to quality assurance around Continuing Professional Development processes and outcomes.

A register of career development practitioners represents a further step towards professionalising the field.

Registration strengthens the voice of CICA through representation of a large number of practitioners as well as its member associations.

Benefits of Registration

What are the benefits of Registration to the individual?

- Recognition as a CICA Registered practitioner with stakeholders, employing bodies and the general public.
- CICA Registration Certification.
- Persons Registered as Professional and Certified Leading Professional, have exclusive use of the relevant seal for use on their business cards/website.
- Access to up-to-date information and resources via exclusive Registrants email, CICA website and Twitter.
- Access to a special CICA Professional Development rate for all CICA Member Association events that are set at a half way point between a CICA Association Member and Non Member Rate.
- Attendance at CICA Member Association Conferences at a special CICA rate that is set at a half way point between a CICA Association Member and Non Member Rate.
- Access to International Affiliations and leading in the International Career Development profession.

What are the benefits of Registration to the profession?

A publicly credible Registration system is a defining credential of a profession that:

- elevates the status and esteem of career practitioners in the community;
- provides incentives for career practitioners to collaborate, rather than compete, in attaining high professional standards;
- provides members of the public with a greater confidence in the profession by knowing that career practitioners' professional standing and qualifications have been independently verified;
- contributes to the building and sustaining of expertise in the profession;
- provides a valuable service to the profession and to employing authorities for recognising those who have achieved high professional standards;
- supports career practitioners in their work through a code of Professional Conduct and Ethics, which is developed in consultation with the industry;
- contributes to the building and sustaining of expertise in the profession.

What are the benefits of Registration to stakeholders?

- Provides career practitioners with a Code of Professional Conduct and Ethics that includes the standards of performance expected of them as they practice their profession.
- Working with educational bodies to deliver qualifications that prepare individuals to work in the career industry.
- Requires those Registered by CICA to undertake continuing professional development so that they keep their skills up to date.
- Allows the publishing of a Register of names of those individuals Registered by CICA.

CICA Registration Categories

The Registration categories are:

- **Affiliate**
- **Professional**
- **Certified Leading Professional**

Affiliate

This category is a non-professional Registration category and is open to those persons that are working in or have an interest in the career development industry.

It is suitable for those persons who currently hold or are working towards:

- Certificate IV in Career Development
- Certificate IV in Employment Services
- Career Development Practice Skills Set

To be eligible for Registration as an Affiliate a person must:

- Meet the minimum CICA entry level qualification under the CICA Professional Standards

OR

- Be eligible to be deemed by the relevant CICA Member Association as Associate in accordance with the CICA Alternative Pathway Policy

OR

- Currently hold associate status with a CICA Member Association

OR

- Have an interest in or work in the career industry and subscribe to the vision, mission and objectives of the Career Industry Council of Australia

Professional

This category is open to professional career development practitioners.

To be eligible for Registration as a Professional a person must:

- Meet the minimum CICA qualification under the CICA Professional Standards

OR

- Be eligible to be deemed by the relevant CICA Member Association as Professional in accordance with the CICA Alternative Pathway Policy

AND

- Currently hold professional status with a CICA Member Association

Certified Leading Professional

This category is open to professional career development practitioners who have demonstrated exemplary practice.

To be eligible for Registration as a Certified Leading Professional a person must:

- Be registered as a Professional by the Career Industry Council of Australia
- Have been in professional practice for at least ten years

AND

- Have completed and had recognised as a minimum qualification an endorsed Graduate Certificate in Career Development

AND

- Be employed in the career industry at the time of application

OR

- Have been employed in career development practice and it is demonstrated in the interests of the career industry that the person should be Registered.

AND

- Demonstrated exemplary knowledge and commitment to the CICA Registration Code of Professional Conduct and the CICA Member Association's Code of Ethics.

Frequently Asked Questions

Did all CICA Member Associations agree to establish CICA Registration?

Yes!

CICA worked with all CICA Member Associations over a period of 18 months to establish a Registration system that would enhance and build on the professionalisation of the career industry, through recognition of career practitioners and continuing to support and advocate on behalf its CICA Member Associations and its members.

ALL CICA Member Associations voted in favour of, and support of, the creation of CICA Registration at the full CICA Council meeting in December 2014.

How is CICA different to a professional association?

CICA is the National Peak Body that represents its member associations and the wider career industry.

The CICA Professional Standards for Australian Career Development provide the guidelines for the minimum standards of practitioners working in career development.

Unlike the member associations, CICA does not provide professional development activities or run conferences. These activities are services provided by member associations for their members.

Is CICA competing with Member Associations?

No. CICA is providing an opportunity for individuals to apply to be Registered by the National Peak Body. CICA has at its core the support of, and advocacy for, its Member Associations and their members.

Do I have to choose whether to belong to my professional association or to CICA?

No. To register as a Professional Career Development Practitioner of CICA, you need to be a member of a CICA Member Association. This ensures that you comply with a Code of Ethics and meet the Professional Standards.

Do I need to adhere to a Professional Code of Conduct?

Yes. All persons Registered by CICA need to adhere to a Professional Code of Conduct.

Do I have to undertake Continuing Professional Development as a requirement of my Registration?

Yes. Continuing Professional Development is mandatory for all persons Registered by the Career Industry Council of Australia.

Minimum Continuing Professional Development Hours

The minimum continuing professional development hours for each category per year are as follows:

Affiliate	15 hours
Professional	25 hours
Certified Leading Professional	30 hours

Recording and Requirements

Persons Registered by the Career Industry Council of Australia at all category levels must demonstrate, if requested, their commitment to professional development through written evidence of their CPD activities.

Are there fees associated with CICA Registration?

Yes there are annual fees payable and a one off application fee for your initial application for Registration.

A copy of the current fee schedule is available by visiting the CICA website and clicking on Registration – <https://cica.org.au/cica-registration>

Who are the CICA Member Associations?

A complete list of CICA Member Associations is available on the CICA website in the About Us section.

Frequently Asked Questions

What happens if my Registration is not approved?

The Career Industry Council may determine that your application for Registration is not approved because you do not meet the specific criteria set down for the category of Registration that you are making application for.

If you wish to appeal the decision, you will have 14 days to do so from receiving the decision.

You must complete the Registration Appeal form and set out all the information you wish the Council to consider.

You will be informed of the date in which your appeal will be considered and the appeal will be heard by the Registration Appeals Committee.

All decisions made by the Registration Appeals Committee will be final and no further correspondence will be entered into.

How often do I need to renew my Registration?

You must renew your Registration annually.

How do I renew my Registration?

In order to retain your Registration you must complete a declaration form and pay a renewal fee to CICA.

How do I know when my Registration is due for renewal?

Your Registration renewal date is printed on your certificate of Registration. This date will be the same in each year.

You will receive a reminder by email one month in advance of the renewal date, so it is important you keep your email details up to date with us.

What happens if I don't pay my renewal?

If you fail to pay the annual renewal fee, the Career Industry Council may remove your name from the register.

What is the annual renewal process?

You must complete the annual renewal declaration and pay the required fee.

Will my name appear on the Register that is accessible on the CICA website?

Your name and the state or territory in which you reside will appear on the public register allowing the public to see who has been Registered by CICA.



cica.org.au