

Competency Mapping of Delivery & Assessment

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

Course provider / institution:		Course name:	
Qualification level:		Date submitted:	
Prepared by:		Contact email:	

How to use this document

For each competency, describe how your course **delivers** the required knowledge, skills and attitudes (e.g. the unit, module, topic or learning activity where this is addressed) and how it is **assessed** (e.g. the assessment task name, type and any relevant weighting). Complete the Core Competencies section in full. Complete only those Specialised Competencies relevant to your course offering.

CORE COMPETENCIES

Core Competencies are required of all Career Development Practitioners regardless of work setting. All endorsed courses must address each competency below.

No.	Core Competency	How is this competency delivered in your course?	How is this competency assessed in your course?
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.		
2	Labour market information		

No.	Core Competency	How is this competency delivered in your course?	How is this competency assessed in your course?
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		
3	Communication and interpersonal skills		
3a	Establish and maintain rapport		
3b	Communicate effectively across diverse audiences and platforms, adapting 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.		
4	Ethical practice		

No.	Core Competency	How is this competency delivered in your course?	How is this competency assessed in your course?
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.		
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.		
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		

No.	Core Competency	How is this competency delivered in your course?	How is this competency assessed in your course?
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		
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

Specialised Competencies are additional skills, knowledge and attitudes required for specific roles or client groups. Complete only those relevant to your course.

No.	Specialised Competency	How is this competency delivered in your course?	How is this competency assessed in your course?
1	Career assessment		
S1	Assess, select, administer, interpret and apply career assessment instruments and processes to inform client understanding and support goal setting.		
2	Career counselling		
S2	Apply advanced career counselling skills to support clients through complex transitions, decision-making processes and change.		
3	Career development program delivery		
S3	Assess the need for, design, deliver and evaluate structured career development programs tailored to specific groups or contexts.		
4	Diverse clients		
S4	Work respectfully and effectively with clients from diverse backgrounds, adapting services to meet cultural, linguistic, social, and individual needs.		
5	Project management		
S5	Design, develop, implement, and evaluate projects related to career development services or client engagement.		

No.	Specialised Competency	How is this competency delivered in your course?	How is this competency assessed in your course?
6	Industry liaison		
S6	Liaise with employers, industry groups and community organisations to build partnerships, identify opportunities, and support client transitions.		
7	Research skills		
S7	Conduct, interpret, and apply research to inform and improve career development practice and policy.		
<i>Complete only those Specialised Competencies relevant to your course offering.</i>			