Summary of Competencies

Professional Practice

Competencies enabling effective practice.

Foundational to Career Development Professionals (CDPs), these competencies are also indicative of related fields of practice.

1 Professional Responsibility

Adhere to professional code of conduct

- 1.1 Deliver services within scope of practice
- 1.2 Maintain professional boundaries
- 1.3 Obtain informed consent
- 1.4 Protect information and records
- 1.5 Represent career development qualifications

2 Ethics and Regulations

Guide practice using ethical decision-making process

- 2.1 Comply with legislation and regulations
- 2.2 Follow ethical decision-making process

3 Client-Practitioner Relationship

Nurture a collaborative and trusting relationship

- 3.1 Establish and sustain working alliance
- 3.2 Build self-agency
- 3.3 Help clients address and prevent conflict
- 3.4 Engage reluctant or resistant clients
- 3.5 Manage abusive client behaviour
- 3.6 Help clients manage mental health

4 Diversity and Inclusion

Promote a diverse and inclusive workforce and equitable access to resources and opportunities

- 4.1 Respect diversity and inclusion
- 4.2 Promote diversity and inclusion
- 4.3 Advocate for client

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5 Evidence-Based Practice

Develop and sustain an evidence-based practice to improve outcomes

- 5.1 Develop evidence-based interventions
- 5.2 Monitor client progress
- 5.3 Maintain client records

6 Professional Development

Commit to lifelong learning by developing new skills aligned with development in the field of practice and society

- 6.1 Develop and maintain professional relationships
- 6.2 Engage in lifelong learning
- 6.3 Collaborate with peers

7 Health and Wellness

Promote well-being and a healthy work environment

- 7.1 Manage emotional responses
- 7.2 Interact with others in respectful and civil manner
- 7.3 Plan and organize work
- 7.4 Maintain health and wellness

8 Communication

Communicate in a clear and effective manner

- 8.1 Use active listening skills
- 8.2 Communicate verbally
- 8.3 Communicate non-verbally
- 8.4 Communicate in writing
- 8.5 Conduct meetings
- 8.6 Deliver presentations

9 Digital Literacy

Leverage current and emerging technologies to support career development practice

- 9.1 Use digital technology
- 9.2 Respond to cybersecurity breaches

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CDP Characteristic

Competencies distinguishing the field of career development practice.

These competencies are generally distinct to CDPs and embody the main activities that apply to most CDPs.

10 Foundational Knowledge and Applied Theories

Develop foundational knowledge of field of practice

- 10.1 Understand career development theories and models
- 10.2 Apply career development theories and models

11 Service Delivery Process

Engage clients in a structured career exploration

- 11.1 Conduct intake interview
- 11.2 Conduct employability assessment
- 11.3 Help client develop goals and action plans
- 11.4 Select and monitor interventions
- 11.5 Help client build support network
- 11.6 Manage caseload

12 Learning and Job Readiness

Provide individualized support to achieve learning and employment goals

- 12.1 Explore learning and employment possibilities
- 12.2 Develop learning readiness skills
- 12.3 Develop job readiness skills

13 Awareness of Diverse Worldviews

Develop tailored approaches for client populations

- 13.1 Work with Indigenous Clients
- 13.2 Work with Immigrant Clients
- 13.3 Work with LGBTQ2+ Clients
- 13.4 Work with youth at risk
- 13.5 Work with clients affected by work disruption
- 13.6 Work with clients living in poverty
- 13.7 Work with clients post-incarceration
- 13.8 Work with clients living with a disability
- 13.9 Work with clients experiencing racism

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14 Career Resources

Manage career resources to support client services and self-directed learning

14.1 Maintain and deliver career resources
14.2 Maintain current knowledge of labour market
14.3 Use assessment tools and approaches
14.4 Deliver services using technology

15 Client Work Search Strategies

Use tailored approaches to prepare client for learning and employment

15.1 Work with clients to develop résumés
15.2 Work with clients to write communications
15.3 Work with clients to assemble portfolios
15.4 Work with clients to develop value proposition
15.5 Work with clients to develop references
15.6 Work with clients to prepare for employment interviews
15.7 Work with clients to build a professional network

16 Referrals to Professional Services

Refer client to other professionals as required

16.1 Maintain network of referral resources
16.2 Arrange professional referrals

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CDP Extended

Competencies required to deliver specialized services provided by CDPs.

Generally, these competencies apply to experienced CDPs with responsibilities that extend beyond the characteristic competencies.

17 Development and Delivery of Group Sessions

Design and deliver sessions to address career-related learning and development needs

- 17.1 Design information sessions or workshops
- 17.2 Deliver information sessions or workshops

18 Research

Conduct and lead research

- 18.1 Lead research projects
- 18.2 Conduct research
- 18.3 Perform data analysis and reporting

19 Assessment and Evaluation Instruments and Procedures

Use assessment and evaluation methods

- 19.1 Identify assessment and evaluation methods
- 19.2 Follow administration procedures specified by test publisher
- 19.3 Score, interpret and protect confidentiality of test results
- 19.4 Report assessment results
- 19.5 Use technology in assessment and evaluation

20 Career Guidance in Educational System

Facilitate transition from school to employment

- 20.1 Promote benefits of career development in school
- 20.2 Mobilize career influencers
- 20.3 Integrate career development across curriculum
- 20.4 Facilitate experiential learning opportunities
- 20.5 Design and implement career program

21 Career Management

Facilitate talent mobility

- 21.1 Optimize workforce development
- 21.2 Support employee mobility within the organization

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Outreach and Leadership

Competencies reflecting the strategic role of career development professionals.

The focus of these competencies is related to improved social and economic outcomes for clients and communities.

22 Employer Outreach and Relations

Work collaboratively with employers to address workforce challenges

- 22.1 Work with employers to create job opportunities
- 22.2 Support employers in development of recruitment and selection strategies
- 22.3 Support employers and employees in development of job maintenance strategy

23 Community Capacity Building

Leverage capacity within the community

- 23.1 Assess labour market needs
- 23.2 Develop labour market action plan
- 23.3 Implement labour market action plan
- 23.4 Evaluate labour market action plan

24 Policy and Advocacy

Engage in policy development and advocacy to further the interest of clients and the field of practice

- 24.1 Contribute to development of public policy
- 24.2 Develop advocacy strategies
- 24.3 Advocate on behalf of profession
- 24.4 Build public awareness of Career Development Professionals

25 Strategic Delivery of Career Development Services

Establish a culture of strategic thinking

- 25.1 Build strategic plan
- 25.2 Build strategic partnerships
- 25.3 Develop performance monitoring system
- 25.4 Prepare performance reports
- 25.5 Manage risk

26 Career Development Leadership

Contribute to the advancement of the field

- 26.1 Mentor others
- 26.2 Lead change

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2	**Ethics and Regulations**	**2.1** Comply with legislation and regulations	**2.2** Follow ethical decision-making process				
3	**Client-Practitioner Relationship**	**3.1** Establish and sustain working alliance	**3.2** Build self-agency	**3.3** Help clients address and prevent conflict.	**3.4** Engage reluctant or resistant clients	**3.5** Manage abusive client behaviour	**3.6** Help clients manage mental health
4	**Diversity and Inclusion**	**4.1** Respect diversity and inclusion	**4.2** Promote diversity and inclusion	**4.3** Advocate for client			
5	**Evidence-Based Practice**	**5.1** Develop evidence-based interventions	**5.2** Monitor client progress	**5.3** Maintain client records			
6	**Professional Development**	**6.1** Develop and maintain professional relationships	**6.2** Engage in lifelong learning	**6.3** Collaborate with peers			
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8	**Communication**	**8.1** Use active listening skills	**8.2** Communicate verbally	**8.3** Communicate non-verbally	**8.4** Communicate in writing	**8.5** Conduct meetings	**8.6** Deliver presentations
9	**Digital Literacy**	**9.1** Use digital technology	**9.2** Respond to cybersecurity breaches				

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12	**Learning and Job Readiness**	**12.1** Explore learning and employment possibilities	**12.2** Develop learning readiness skills	**12.3** Develop job readiness skills.						
13	**Awareness of Diverse Worldviews**	**13.1** Work with Indigenous Clients	**13.2** Work with Immigrant Clients	**13.3** Work with LGBTQ2+ Clients	**13.4** Work with youth at risk	**13.5** Work with clients affected by work disruption	**13.6** Work with clients living in poverty	**13.7** Work with clients post-incarceration	**13.8** Work with clients living with a disability	**13.9** Work with clients Experiencing Racism
14	**Career Resources**	**14.1** Maintain and deliver career resources	**14.2** Maintain current knowledge of labour market	**14.3** Use assessment tools and approaches	**14.4** Deliver services using technology					
15	**Client Work Search Strategies**	**15.1** Work with clients to develop résumés	**15.2** Work with clients to write communications	**15.3** Work with clients to assemble portfolios	**15.4** Work with clients to develop value proposition	**15.5** Work with clients to develop references	**15.6** Work with clients to prepare for employment interviews	**15.7** Work with clients to build a professional network		
16	**Referrals to Professional Services**	**16.1** Maintain network of referral resources	**16.2** Arrange professional referrals							

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18	**Research**	**18.1** Lead research projects	**18.2** Conduct Research	**18.3** Perform data analysis and reporting		
19	**Assessment and Evaluation Instruments and Procedures**	**19.1** Identify assessment and evaluation methods	**19.2** Follow administration procedures specified by test publisher	**19.3** Score, interpret and protect confidentiality of test results	**19.4** Report assessment results	**19.5** Use technology in assessment and evaluation
20	**Career Guidance in Educational System**	**20.1** Promote Benefits of Career Development in Education Settings	**20.2** Mobilize Career Influencers	**20.3** Integrate Career Development Across Curriculum	**20.4** Facilitate Experiential Learning Opportunities	**20.5** Design and Implement Career Program(s)
21	**Career Management**	**21.1** Optimize workforce development	**21.2** Support employee mobility within the organization			

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Outreach and Leadership

Competencies required to deliver specialized services provided by CDPs.

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22	**Employer Outreach and Relations**	**22.1** Work with employers to create job opportunities	**22.2** Support employers in development of recruitment and selection strategies	**22.3** Support employers and employees in development of job maintenance strategies		
23	**Community Capacity Building**	**23.1** Assess labour market needs	**23.2** Develop labour market action plan	**23.3** Implement labour market action plan	**23.4** Evaluate labour market action plan	
24	**Policy and Advocacy**	**24.1** Contribute to development of public policy	**24.2** Develop advocacy strategies	**24.3** Advocate on behalf of profession	**24.4** Build public awareness of CDPs	**19.5** Use technology in assessment and evaluation
25	**Strategic Delivery of Career Development Services**	**25.1** Build strategic plan	**25.2** Build strategic partnerships	**25.3** Develop performance monitoring system	**25.4** Manage risk	**20.5** Advocate for client
26	**Career Development Leadership**	**26.1** Mentor others	**26.2** Lead change			

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