

Currency of Competencies: The Journey towards National Certification

Alberta Career Development Conference
Supporting Canadians to Navigate Learning and Work Project
May 4, 2021



ccdf

Canadian
Career Development
Foundation

fcdc

Fondation canadienne
pour le développement
de carrière

Who's in the Zoom Room?



How long have you
been a CDP?



Are you certified?



LOOKING BACK

In the Beginning...

WHAT WE SET OUT TO DO

Defining the **CDP Profession**

TWO PHASES

1



2



Pan-Canadian Competency Framework
Career Development Practitioner Domain

Professional Credential
'Certified CDP'



Outreach and Leadership

Beyond Client-CDP Interactions

CDP Extended

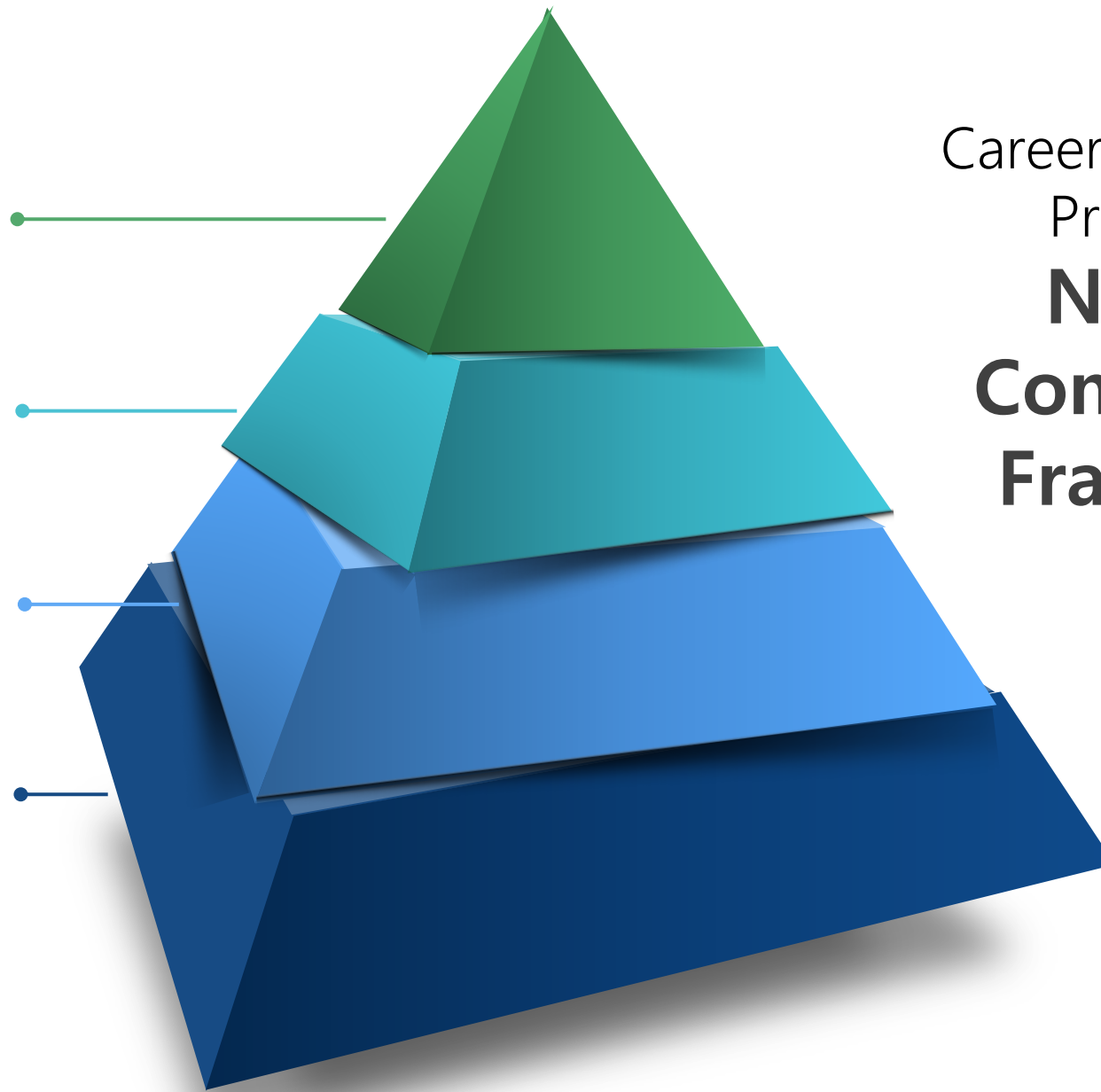
Common Competencies for
Specialized Services

CDP Characteristic

Competencies Distinct to CDPs

Professional Practice

Foundational to the
Professional Field of Practice



Career Development
Professional
**National
Competency
Framework**



Career Development
Professional
**National
Certification
Program**



Professional Credential
'Certified CDP'

**Voluntary, pan-
Canadian
professional
credential**
granted to
individuals who
demonstrate
competence





Career Development Professionals help individuals navigate learning and work transitions across the lifespan

Career Development Professionals enable individuals to manage learning and work, acquire and enhance skills, seek/create employment, and access community services that support personal and professional growth in an increasingly complex, interdependent and changing world.

Career Development Professionals collaborate with employers, education and training providers, community-based service organizations, and other private and public institutions to promote positive health, social and economic outcomes for individuals, institutions and communities.



SETTING THE **CONTEXT**

[Your presentations](#)

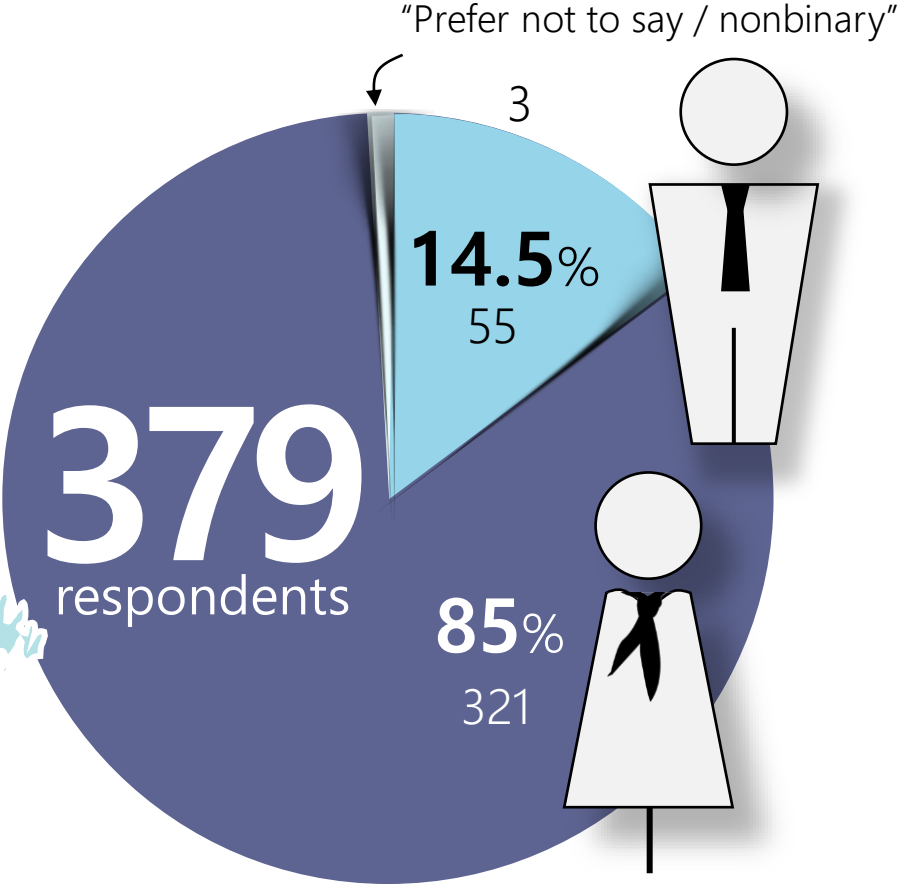
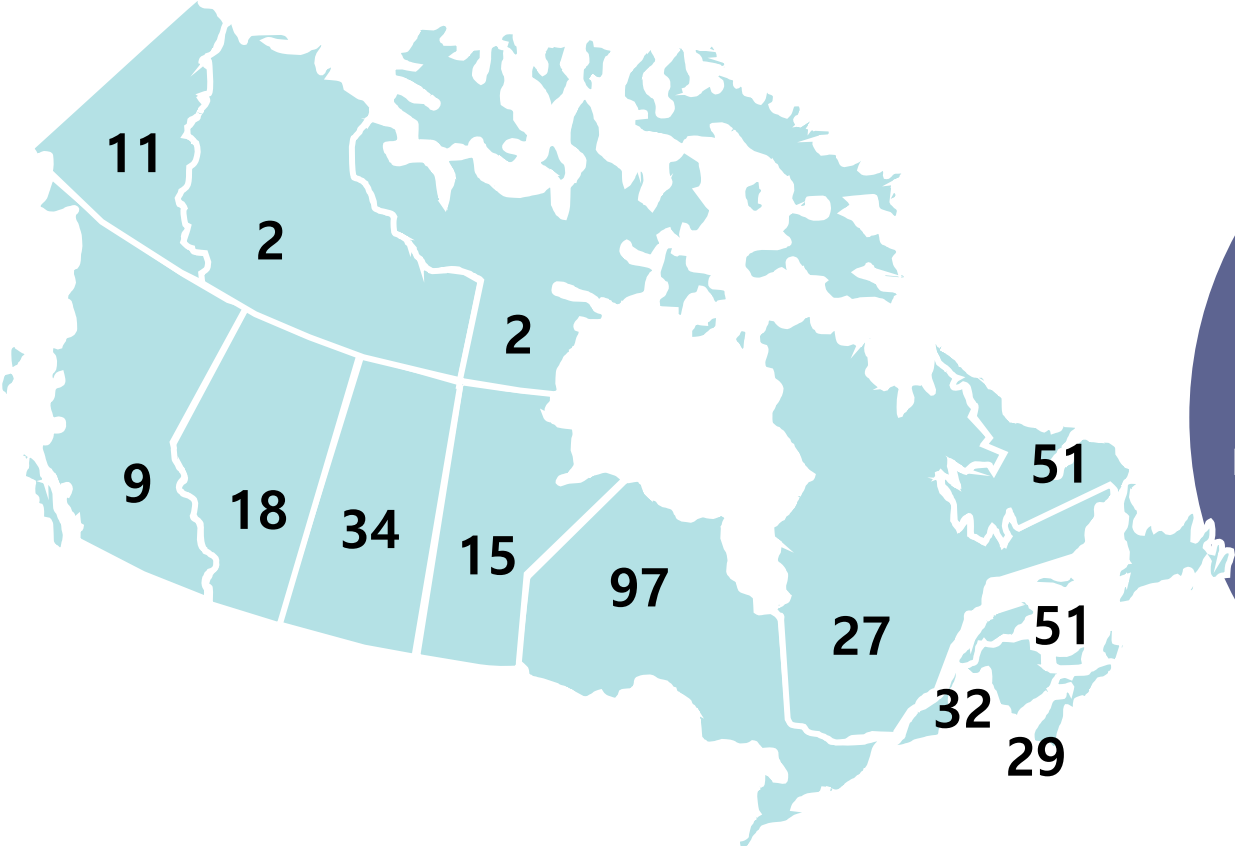
How We Got Here

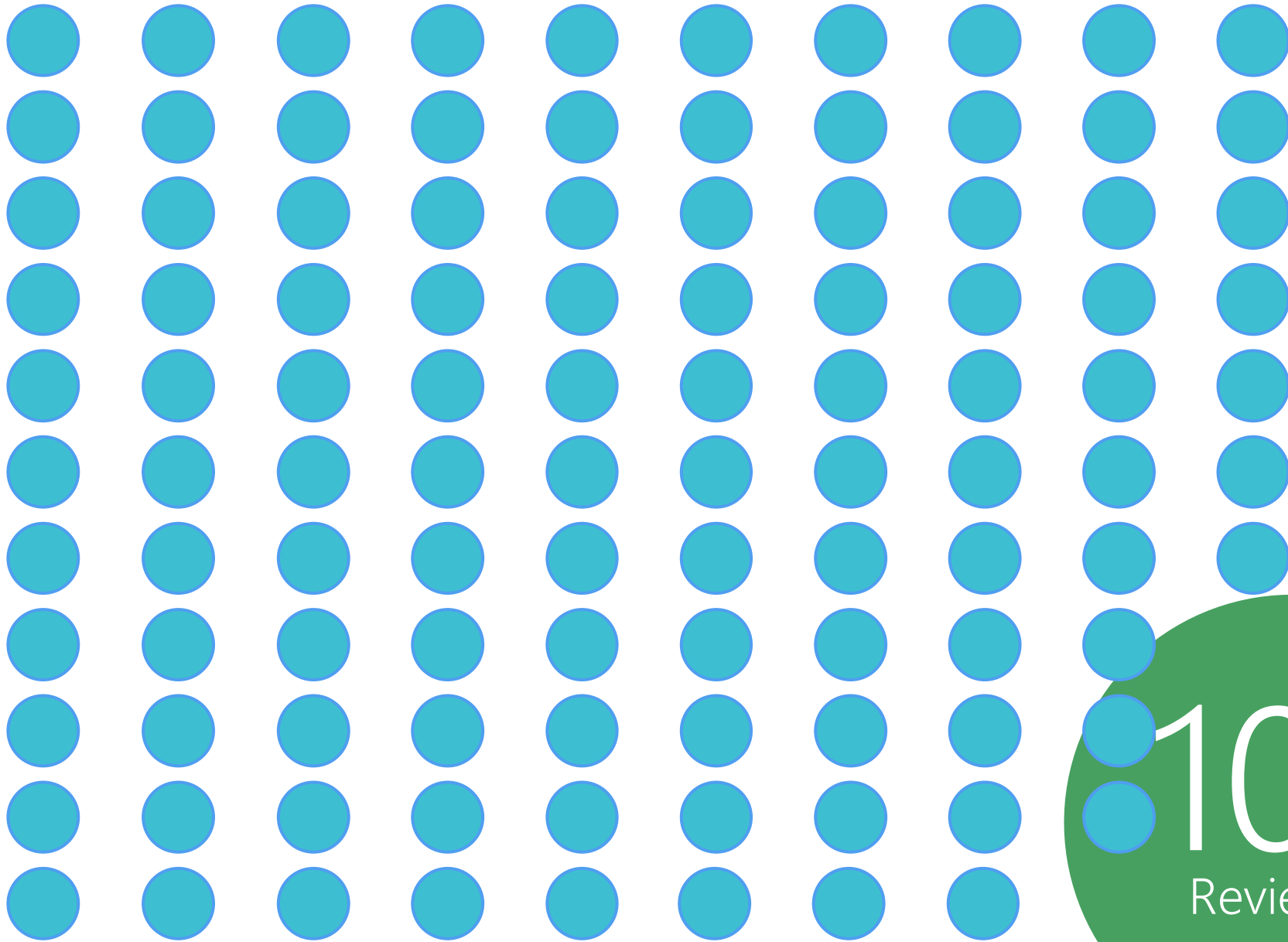
68 Regional Coffee Engagement Sessions and 4 Focus Groups

OCTOBER – DECEMBER 2019



Meaningful, **Representative Engagement**

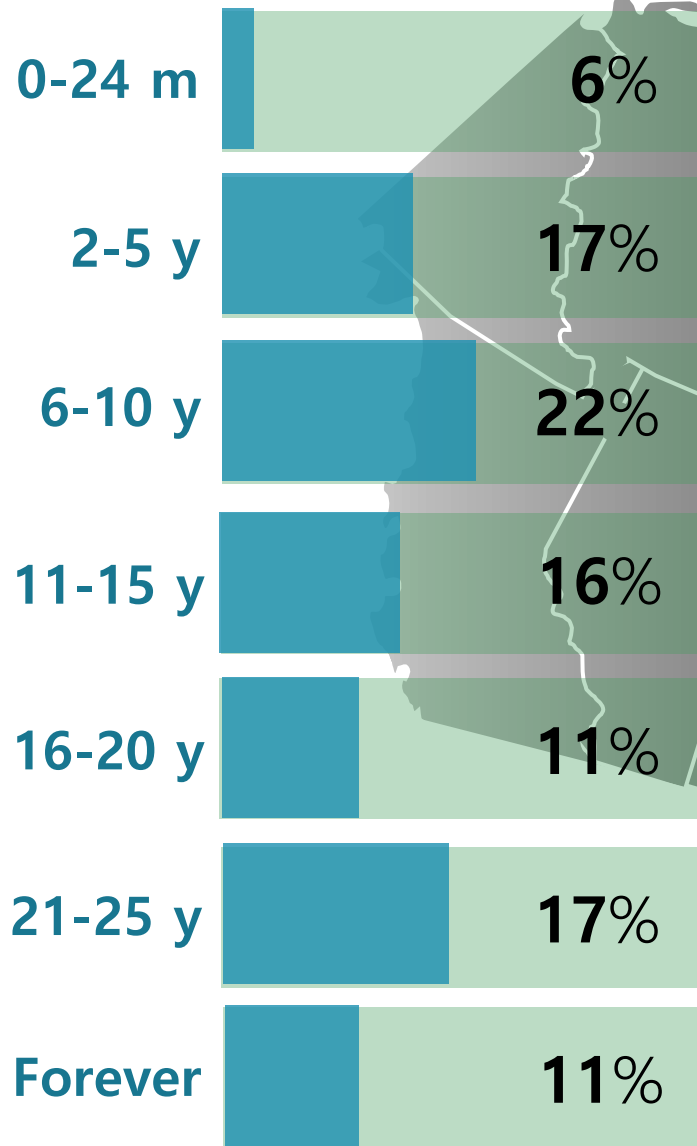




27
Series of
Competencies

105
Reviewers

CDP EXPERIENCE



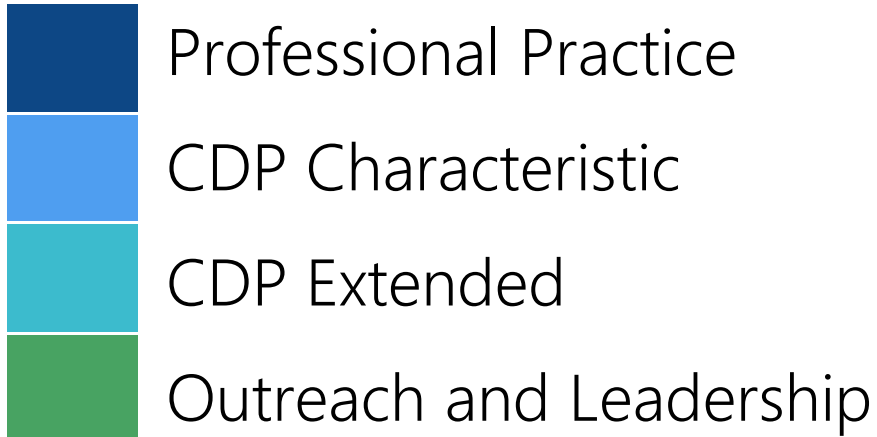
Pan-Canadian with
Broad Experience
Representation

105
Reviewers



Competency Map

An Overview of the Competency Framework



Pan-Canadian Career Development Professional Competency Framework
Competency Map – Overview

The Framework is comprised for four main competency categories:

- Professional Practice
- CDP Characteristic
- CDP Extended
- Outreach and Leadership

Summary by Category

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 Build self-agency
 - 3.2 Help clients address conflict
 - 3.3 Engage reluctant or resistant clients
 - 3.4 Manage abusive client behaviour

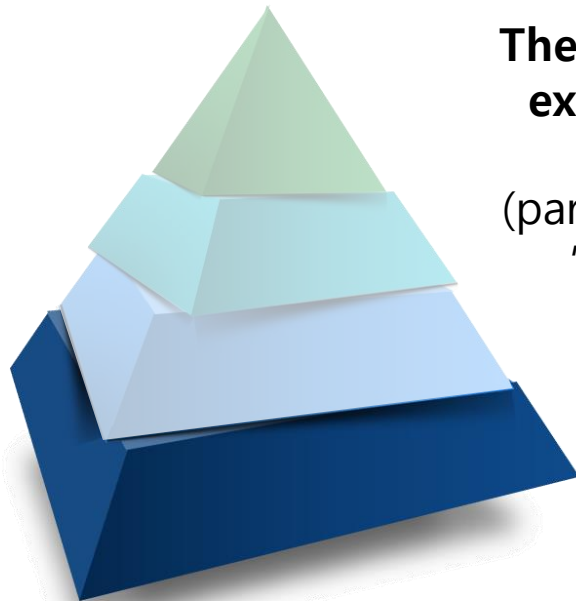
Professional Practice

COMPETENCIES ENABLING EFFECTIVE PRACTICE

Foundational and enabling skills required of all CDPs: all competencies are needed for a CDP to perform job

The same competencies expected of affiliated professions: (part of what defines the 'counselling' field.)

Transferable



MAJOR CATEGORIES (# of competencies)

1. Professional Responsibility (5)
2. Ethics and Regulations (2)
3. Client-Practitioner Relationship (6)
4. Diversity and Inclusion (3)
5. Evidence-Based Practice (3)
6. Professional Development (3)
7. Health and Wellness (4)
8. Communication (6)
9. Digital Literacy (2)



Reference Number 1.3	Publication Date January 2021	Retirement Date
Version Number 3.0	Scheduled Review and Update January 2023	CDP Certification Element

Competency Category	Professional Practice
Competency Area	Professional Responsibility
Competency Title	Obtain Informed Consent

PURPOSE, CONTEXT |

Career Development Professionals (CDPs) provide clients (or a legally authorized representative) comprehensive information that will allow them to make informed decisions on the services to be provided. Prior to engaging with any services, CDPs must provide a written statement of consent and review it with the client and answer all questions. Where needed, CDPs arrange for an interpreter or translation of documents to ensure the client understands the information being shared. When ready, clients sign the agreement.

EFFECTIVE PERFORMANCE

Competent career development professionals must be able to:



Example of
the Detail

EFFECTIVE PERFORMANCE

Competent career development professionals must be able to:

P1. Prepare statement of consent:

- Describe nature of all services
- List credentials and experience
- Outline billing arrangements, as applicable
- Define rights to confidentiality
- Describe limits of confidentiality
- Explain right to refuse any service

P2. Arrange for service of interpreter or translation of document, as required

P3. Give copy of statement of consent to client:

- Read each statement
- Explain risks, benefits, and other essential information
- Explain rights and responsibilities, e.g. confidentiality and its limitations
- Confirm understanding of information
- Answer all questions

P4. Obtain signed copy of consent document

P5. Offer copy of the signed document to client/representative

P6. Advise client of options and referral, e.g. if they refuse to sign agreement

P7. Update statement of consent, as required

KNOWLEDGE & UNDERSTANDING

Competent career development professionals must know:

- K1. Code of ethics
- K2. Policy and procedures surrounding the attainment of informed consent
- K3. Legislative requirements on the use of personal information, e.g. Personal information and Electronic Documents Act (PIPEDA)
- K4. Limitations of confidentiality

CONTEXTUAL VARIABLES

Competent career development professionals must be able to perform this competency in the following range of contexts:

CDPs must accommodate clients who may have difficulty understanding the information presented, either because of language used or due to developmental disabilities. This may require, for example, arranging for a qualified interpreter or ensuring translation of materials in the client's language of choice.

GLOSSARY, KEY REFERENCES

TERMS

(Industry-specific terms contained in the standard defined here, where applicable)

Informed consent: client's right to be informed, understand, and agree to the services to be provided, roles and responsibilities of the service providers and how information collected during the process will be released to others and for what purpose. Signed consent is required as proof of consent. Informed consent is obtained at the beginning of a process and may be required again if the nature of the services provided are later updated or revised.

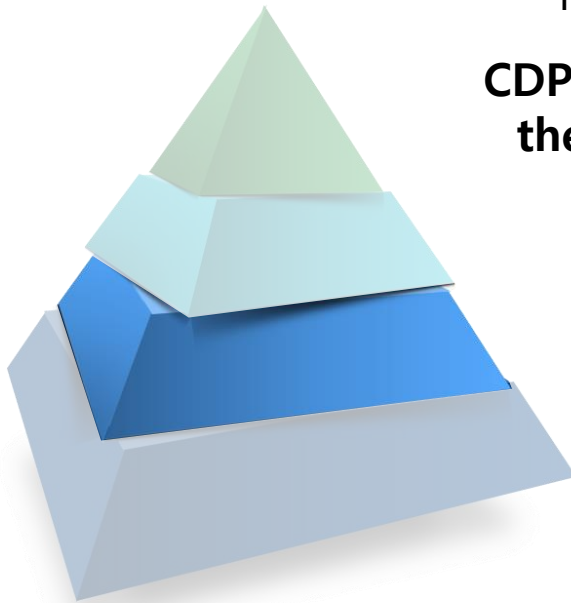
CDP Characteristic

COMPETENCIES DISTINGUISHING THE FIELD OF CAREER DEVELOPMENT PRACTICE

Unique to CDPs

Essentially characteristic of what a CDP does, i.e. the main tasks of the job

CDPs will do some or all of these in their job or over their career



MAJOR CATEGORIES (# of competencies)

10. Foundational Knowledge and Applied Theories (2)
11. Service Delivery Process (6)
12. Learning and Job Readiness (3)
13. Awareness of Diverse Worldviews (8)
14. Career Resources (4)
15. Client Work Search Strategies (7)
16. Referrals to Professional Services (2)



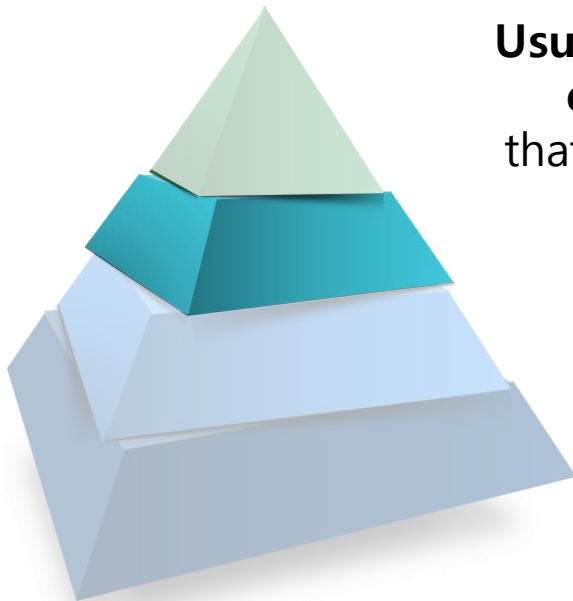
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CDP Extended

COMPETENCIES REQUIRED TO DELIVER SPECIALIZED SERVICES PROVIDED BY CDPS

In-depth performance and knowledge requirements of select, specialized service areas

Usually applies to highly experienced CDPs that tend to specialize in the area



MAJOR CATEGORIES (# of competencies)

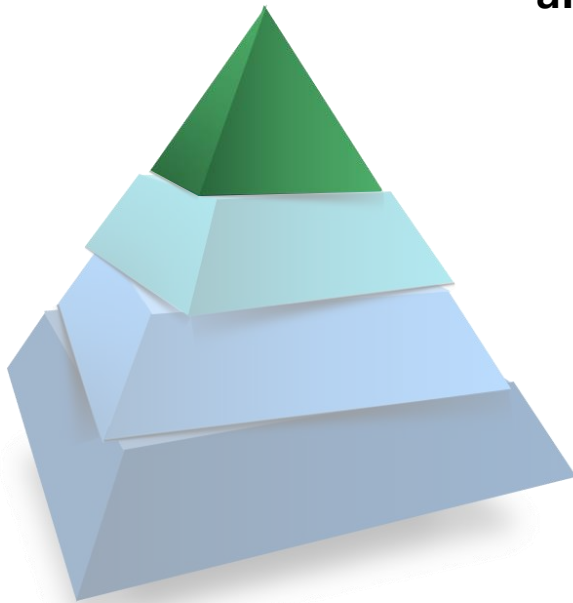
- 17. Development and Delivery of Group Sessions (2)
- 18. Research (3)
- 19. Assessment and Evaluation Instruments & Procedures (5)
- 20. Career Guidance in Educational Systems (4)
- 21. Career Management (2)



Outreach & Leadership

COMPETENCIES REFLECTING THE STRATEGIC ROLE OF CAREER DEVELOPMENT PROFESSIONALS

Focus on improving
**social and economic
outcomes for clients
and communities**



MAJOR CATEGORIES (# of competencies)

- 22. Employer Outreach and Relations (3)
- 23. Community Capacity Building (4)
- 24. Policy and Advocacy (4)
- 25. Strategic Delivery of Career Development Services (5)
- 26. Career Development Leadership (2)





SETTING THE **CONTEXT**

Where We're Going

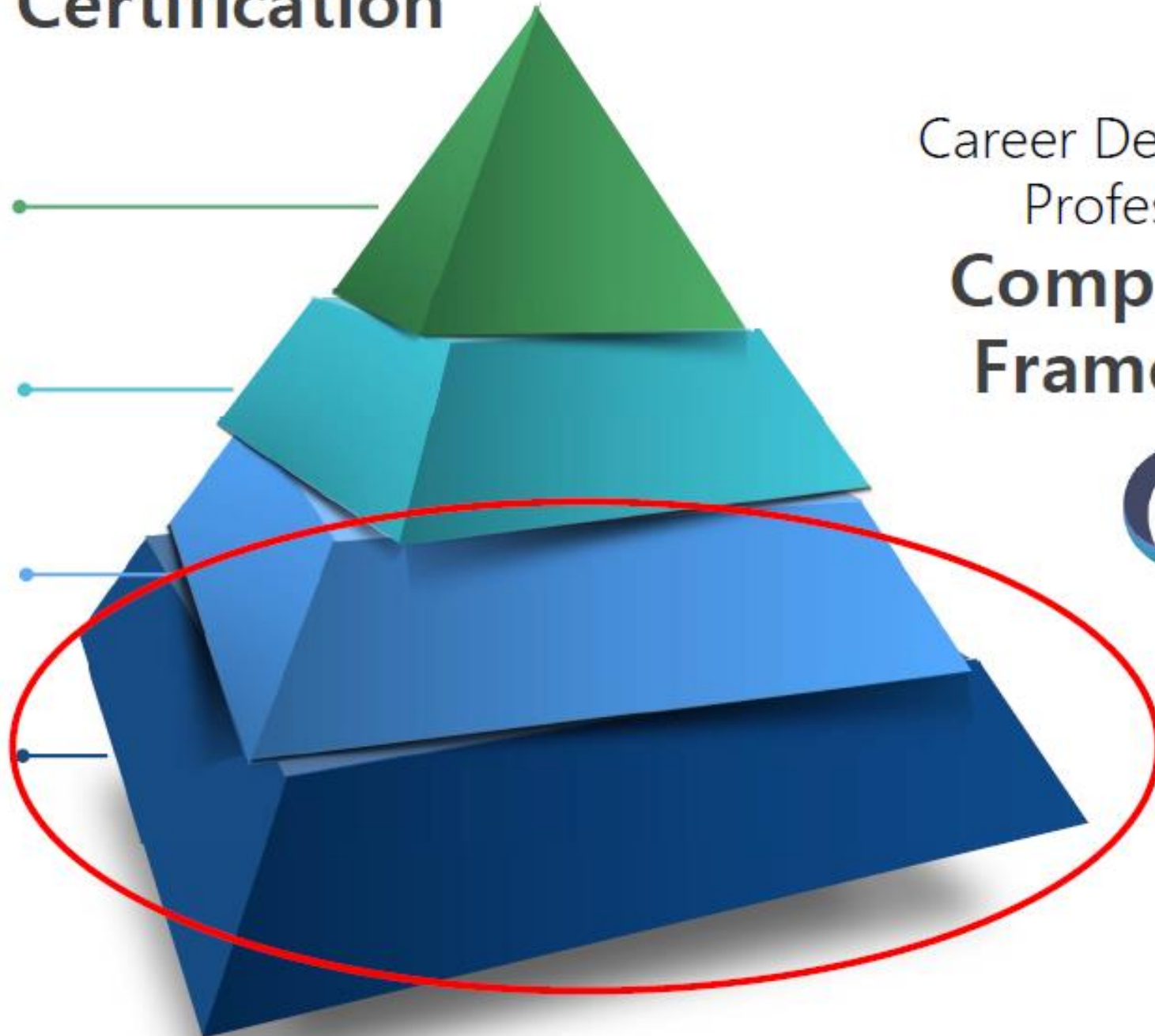
Focus for Certification

Outreach and Leadership
Beyond Client-CDP Interactions

CDP Extended
Common Competencies for
Specialized Services

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Competencies Distinct to CDPs

Professional Practice
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Professional Field of Practice

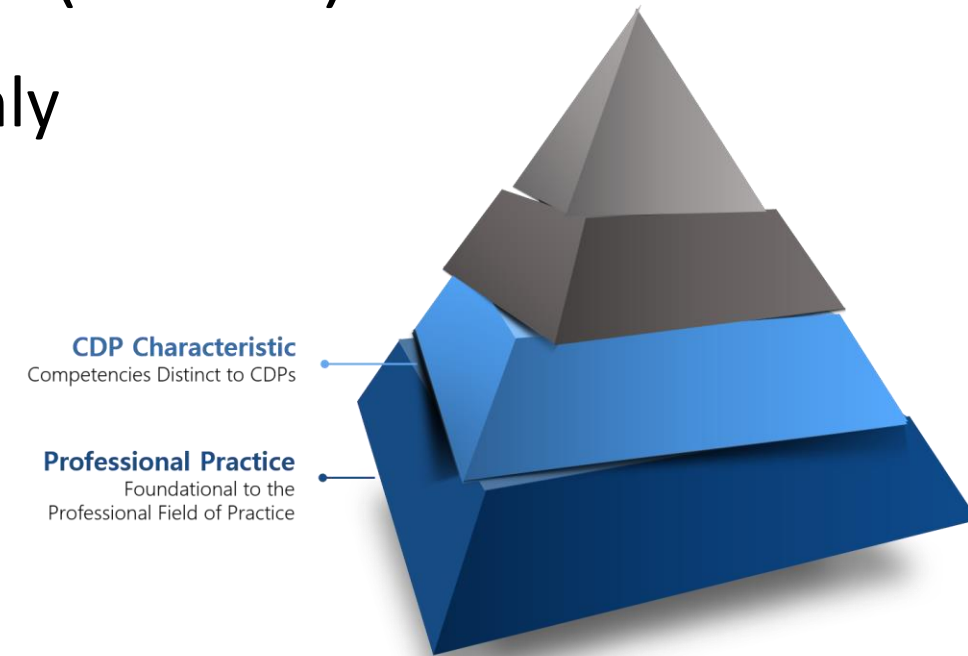


Career Development
Professional
**Competency
Framework**



Canadian Competency Profile (2021)

- describes the knowledge and skills commonly required of Canadian CDPs
- defines what is expected of a proficient career development generalist
- based on selected competencies from the Canadian Competency Framework for CDPs (2020)
- relevant to all CDPs in Canada regardless of where they work



Canadian Industry Standard (2021)

- defines the **level of competence** required, as described in the Profile
- reflects workplace conditions and issues
- Set by seasoned industry professionals



Canadian Competency-based Certification Program (2021)

- measures an individual's knowledge and skills against the Canadian Industry Standard



Professional Certification

Assessment based on industry-defined standard,
independent from training courses or
course providers

Grants **time-limited credential** to
candidates that meet
assessment standards



**Course of instruction with
intended learning outcomes
(i.e. a training program)**

Assessment of learning
based on learning outcomes

Certificate issued for completion of course
requirements and passing test

Certificate

Program

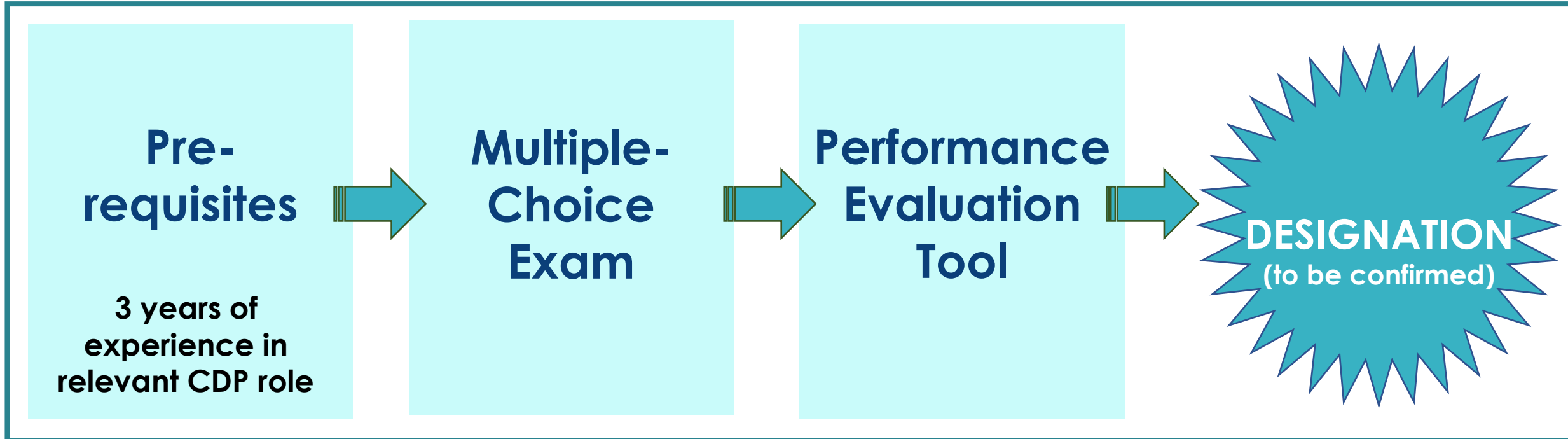
Certification Process

A voluntary process through which credentials are granted to individuals meeting certain predetermined qualifications or standards.



- **Competency-based program**
- **Oversight by an 'trusted authority'**
- **Rigorous assessment**
- **Minimum applied experience**
- **Associated with right to use title**
- **Pan-Canadian**

Certification Process



- + Adherence to Code of Ethics
- + Recertification

Are you interested in pursuing national certification?



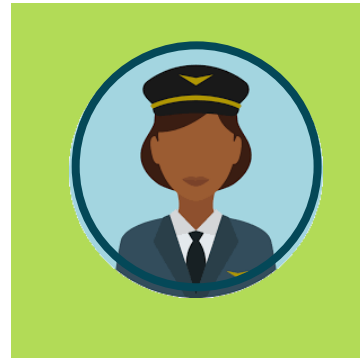
Race to the Finish Line

Milestones



**Applied
Knowledge
Assessment
Validation and
Pass-mark
Setting**

May 2021



**Performance
Assessment
Pilot and
Validation**

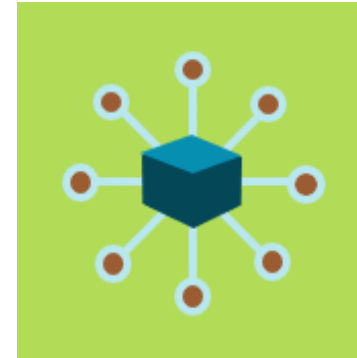
June 2021



**Canadian
Competency
Profile for CDPs
Launch**

**Transition
Planning**

July 2021



**Brand Foundation
Creation**

**Canadian
Certification
Program for CDPs
Completion**

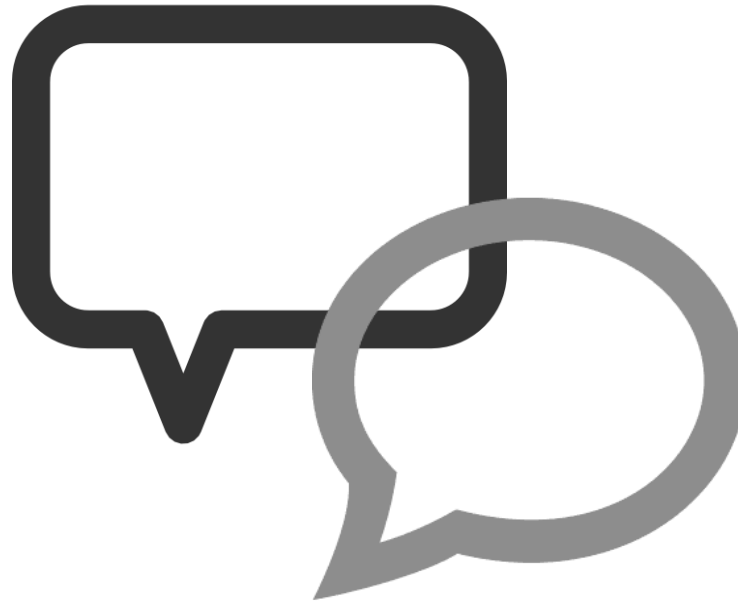
August 2021



After the Project

September 2021

Questions, Comments?



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Thank you.

