

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



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



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



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



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



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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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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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
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	
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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 Respect diversity and inclusion	20.2 Promote diversity and inclusion	20.3 Advocate for client	20.4 Advocate for client	20.5 Advocate for client
21	Career Management	21.1 Optimize workforce development	21.2 Support employee mobility within the organization			



Outreach and Leadership

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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			



PAN-CANADIAN COMPETENCY FRAMEWORK FOR CAREER DEVELOPMENT
PROFESSIONALS