
Overview

This standard is for career development practitioners.

This standard is about reflecting on current practice, identifying own learning and development needs and taking part in continuing professional development to develop and maintain own knowledge, skills and practice in career development.

Performance criteria

You must be able to:

1. review and evaluate own skills, knowledge and career development practice against current performance requirements
2. identify trends and developments relevant to own skills, knowledge and career development practice
3. identify and critically reflect on how own values, beliefs and attitudes influence own career development practice
4. seek feedback to reflect on and evaluate own performance
5. promote inclusivity, diversity and equality of opportunity
6. address internal and external constraints that impact on own practice
7. plan and access development opportunities needed to keep own knowledge, skills and practice up to date and enable own work to be carried out more effectively
8. use records of own actions, development plans and progress to support and inform ongoing reflective practice
9. apply new knowledge and skills to consolidate learning and improve own practice
10. review the effectiveness of newly acquired knowledge and skills
11. engage positively with opportunities for support and supervision
12. share effective practice with other practitioners

Knowledge and understanding

You need to know and understand:

1. legal, organisational and policy requirements relevant to your role and the activities being carried out
2. relevant ethical principles and codes of professional ethical practice and the consequences of not adhering to them
3. the boundaries and limits of own professional expertise
4. the boundaries of confidentiality, when it is appropriate to disclose confidential information to others and the processes required
5. measures to safeguard young people and vulnerable adults
6. the benefits of continuously reflecting on, evaluating and developing the skills, knowledge, practice, efficiency and effectiveness of career development practice
7. the aims, values, policies, procedures, roles and ways of working of own organisation if applicable
8.
the extent and limitations of the requirements and responsibilities associated with own role
9.
organisational, team and own professional goals
10. current performance requirements relevant to own practice
11. the impact of values, beliefs and attitudes based on reflective practice and learning and development
12. methods to evaluate and review own skills, knowledge and practice
13. how to provide and act on feedback
14. ways to evaluate the effectiveness of learning resources and learning provision you have used
15. the benefits of sharing own learning and development

Glossary

Resources

This covers any physical or human resource that supports the learning and development process and could include technical equipment, digital technologies (including online tools and apps), handouts, workbooks, people – for example external speakers – and visits to places of interest

Provision

The career development activities offered by a team, service, organisation or sector.

CLDCD02

Reflect on, develop and maintain own skills and practice in career development



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Relevant Occupations Education and Training, Executive Coach, Functional Managers, Helpline Workers, HR Staff, Learning Mentor, Managers and Leaders with responsibility for interagency working, Personnel, Training and Industrial Relations Managers, Professional Occupations, Research Professionals, Teaching Professionals, Careers Advisers and Vocational Guidance Specialists, Line Managers, Supervisors and Team Leaders

Suite Career Development

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