

Launched in May 2012, the UK Register of Career Development Professionals is the single national point of reference for ensuring and promoting the professional status of career development practitioners across the whole sector and to other members of the profession, customers and employers, as well as policy makers, funders and all other stakeholders.



Introduction

The UK Register of Career Development Professionals was launched in May 2012 as a means of providing regulation for the career development sector. Since its launch there have been a number of changes to the qualifications accepted for registration and some new benefits added. The purpose of this document is to provide up to date information and to encourage CDI Members to join the Register.

Benefits of Full Registration

- Being on the Register is the sector equivalent to Chartered Status.
- Proof that you hold a QCF Level 6 or above qualification in career development or equivalent; or in Scotland the Post Graduate Diploma in Career Guidance and Development. Many employers are now requesting that practitioners hold such qualifications and being on the Register is a means of proving this.
- Recognition that you adhere to a Code of Ethics and understand how to apply ethical considerations to your work.
- Confirmation that your skills and knowledge are up to date.
- Use of the post nominal RCDP and the above logo which you can use after your name and on printed materials. If you are employed your employer may wish to promote your status in tenders and reports. Additionally if you promote your skills and services through a website, you can add this information to confirm your registered status.
- Access to the 'Find a Registered Career Development Professional' area of the CDI website to advertise the service you offer. This is where employers and customers can find details of people on the Register in their area/across the UK.
- Access to a dedicated area of the CDI website in which you must record your CPD.

- Production of Effective Practice Case Studies which can be used to show Governments and stakeholders the value of professionally delivered career guidance and development.
- Access to a network of similarly qualified and experienced experts across the whole career development sector, both in the UK and internationally.
- Additional discount on a range of career development resources (over and above the discount received by CDI Members)

The above benefits are in addition to those provided to CDI Members. All CDI Registrants can also access all CDI Member benefits.

Costs

The cost of joining the UK Register of Career Development Professionals is currently £85 and from 1st April 2014 will be £55. You will be asked to pay this on-line at the end of the registration process.

Conditional entry to the Register currently costs £60 and from 1st April 2014 will be £30.

From April 2015, a re-registration fee of £25 will be invoiced annually on the anniversary of your registration. By this date all CPD records and entries on the Register will have been checked by the Professional Development Manager.

Joining the Register

To join the Register you must be a Member of the CDI. Membership will cost £90 from 1st April 2014. You need to be able to meet the requirements relating to:

- Qualifications;
- Code of Ethics;
- Experience and practising;
- Continuous Professional Development;
- Adherence to the CDI's complaints and disciplinary processes.

To maintain your Registration you must continue to honour the above and undertake a minimum of 25 hours CPD and produce an Effective Practice Case Study each year.

Accessing the Register

The Register can be accessed through the CDI website in two ways. You can:

- [Join the Register online;](#)
- Search the Register to identify qualified practitioners (from the Home Page).

Qualification Requirements

Full Registration (Immediate entry)

1. Hold a **CDI Approved Qualification** OR
2. Hold **Alternative Qualifications** equivalent to QCF Level 6 or above and can provide robust assessed evidence of competence equivalent to QCF Level 6 or above in career development based on the National Occupational Standards: Career Development (NOS:CD).

You must be able to provide copies of your original certificates to the CDI on request.

Once the National Occupational Standards: Career Development are revised there will be a third route available. This will use a **Competency Framework** based on the revised NOS: CD and people using this route will be required to demonstrate their competence against this Framework.

CDI Approved qualifications

- Qualification in Career Guidance
- Qualification in Career Guidance and Development (Scotland)
- Diploma in Career Guidance (Parts 1 and 2)
- Diploma in Career Guidance Part 1 with demonstration of one year's successful experience in a career guidance setting
- QCF Level 6 Diploma in Career Guidance and Development
- Diploma in Career Guidance combined with the NVQ Level 4 in Guidance
- Postgraduate Diploma in Career Development and Coaching Studies (University of Warwick)
- Postgraduate Diploma in Career Education, Information and Guidance in Higher Education (University of Warwick)
- Qualification in Career Coaching with optional unit in LMI(University of East London)
- NVQ Level 4 Learning, Development and Support Services (Cluster) plus appropriate qualification (e.g. teaching) with three specified QCF Level 6 units or equivalent HE modules
- S/NVQ Level 4 in Guidance with three specified QCF Level 6 units or equivalent HE modules

- S/NVQ Level 4 in Advice and Guidance with three specified QCF Level 6 units or equivalent HE modules
- NVQ Level 4 in Advice and Guidance plus Career Guidance Theory (Wales) with two specified QCF Level 6 units or equivalent HE modules. Exemption from QCF Career Guidance Theory unit or HE module.
- NVQ Level 4 in Learning, Development and Support Services (Supporting Young People Pathway) with three specified QCF Level 6 units or equivalent HE modules

The specified QCF Level 6 units or equivalent HE Modules are: Career Guidance Theory; Reflect on and improve professional practice; Use career and labour market information with clients. The S/NVQ qualifications listed above must have been undertaken in a career guidance context and include the following units: Develop interactions with clients; Assist clients to decide on a course of action; Assist clients to plan the implementation of a course of action; Assist clients to review their achievement of a course of action.

N.B. It is important to make clear that the popular NVQ4 plus three QCF Unit route was always intended as an Interim Arrangement and that in order for this combination of qualifications to be classed as equivalent to Level 6, members must be on the CDI Register before 1st May 2016, which is also the cut-off date for conditional registrants to achieve their units.

Alternative Qualifications Route (Fast Track)

For those people holding alternative qualifications equivalent to QCF Level 6 or above in for example, careers education, human resources, youth and community professional studies, business development and professional development, the process for having this combination of qualifications endorsed for Register entry is as follows:

- Be a member of the CDI.
- Contact the Professional Development Manager (PDM) at the CDI to discuss the Alternative Qualifications Process and its suitability for you.
- Complete the Alternative Qualifications Form on the CDI website using examples from your qualifications and experience to demonstrate how you meet the National Occupational Standards: Career Development via all Core Competencies and one Functional Competency in the Competency Framework.
- Inform the PDM by email that you have completed the form on-line.
- Undertake a Professional Guided Discussion with the PDM or their approved nominee based on your answers on the Alternative Qualifications form.

- Provide documentary evidence to the PDM of all qualifications to be considered in this process.

Following the Professional Guided Discussion the PDM, or their nominee, will provide you with a written recommendation that will state that either your combination of qualifications can be endorsed for entry to the Register or that you need to undertake further qualifications in specified areas and that on satisfactory completion of these qualifications your combination of qualifications can then be endorsed for full entry to the Register. If you are required to undertake further qualifications prior to registration you can join the Register as a conditional registrant.

In order to have a combination of alternative qualifications recognised as being equivalent to Level 6, full CDI registration **must be held** before 1st May 2016.

The cost for having a combination of qualifications endorsed for the Register is £290 plus VAT per day and the number of days that this process will take is dependent on the complexity of the case and its assessment by the PDM or their nominee. Typically this process takes between one and three days. The cost will be agreed with the applicant at the outset and is payable in advance and is non-refundable.

This route to the Register will only be available until January 2015 at which time the process will be revised in the light of the revisions to the National Occupational Standards: Career Development.

For people holding alternative qualifications the other route to the Register would be to achieve one of the qualifications on the CDI List of Approved qualifications. Doing so would take longer than the Alternative Qualifications Route and this is why this route has been named "Fast Track". It refers to the speed of the process and is not a diminution of the standards required.

Conditional Registration

Those people who hold the NVQ 4 qualifications listed below and who are undertaking or will be undertaking the three QCF units or equivalent HE Modules now no longer have to be conditionally registered with the CDI before 1st May 2014. However in order to have this combination of qualifications recognised as being equivalent to Level 6, the three units must be completed and CDI registration take place before 1st May 2016. If you join the Register before the completion of the three units, classification will be as a conditional registrant. Once the three units are completed this must be converted to full registration.

Copies of original certificates must be provided to the CDI on request.

You must be a member of the CDI before you can join the Register as either a conditional or a full registrant.

Conditional registration is available to those people who hold one of the following qualifications:

- S/NVQ Level 4 in Guidance
- S/NVQ Level 4 in Advice and Guidance
- NVQ Level 4 Advice and Guidance plus Career Guidance Theory (Wales)
- NVQ Level 4 in Learning, Development and Support Services (Supporting Young People Pathway)
- NVQ Level 4 Learning, Development and Support Services (Cluster) plus appropriate qualification (e.g. teaching)

These qualifications must have been undertaken in a career guidance context and include all of the following NVQ units: Develop interactions with clients; Assist clients to decide on a course of action; Assist clients to plan the implementation of a course of action; Assist clients to review their achievement of a course of action.

Conditions to be satisfied

Completion of the following three QCF Level 6 Diploma in Career Guidance and Development Units or equivalent HE Modules:

- Reflect on and improve professional practice
- Career guidance theory (exemption for people holding NVQ Level 4 Advice and Guidance plus Career Guidance Theory (Wales))
- Use career and labour market information with clients

If you do not hold the NVQ 4 unit: AG6 Assist clients to plan the implementation of a course of action or AG7 Assist clients to review their achievement of a course of action you will be required to cover the content of these units by reflecting on this part of your practice as part of the above QCF unit on Reflect on and improve professional practice. A statement from your QCF Assessor confirming that this was undertaken will need to accompany the unit certificates which may be requested by the Professional Development Manager.

Alternatively the units on Reviewing the Achievement of a course of action from the QCF Level 4 in Career Information and Advice or the QCF Level 4 (NVQ) Diploma in Advice and Guidance can be used instead of unit AG7 or the unit on Explore and agree the career guidance and development needs of clients from the Level 6 Diploma in Career Guidance and Development.

If you think that you have covered AG 6 and AG7 as part of other qualifications please contact the Professional Development Manager to discuss this.

HE Modules that can be used instead of the three QCF Units

The following modules have been mapped against the current National Occupational Standards in Career Development by the CDI.

HE Module	In lieu of QCF Level 6 unit: <i>Reflect on and improve professional practice</i>	In lieu of QCF Level 6 unit: <i>Career Guidance Theory</i>	In lieu of QCF Level 6 unit: <i>Use career and labour market information with clients</i>
London South Bank University Level 7 Award for HE Advisers	YES	YES	YES
London South Bank University Post Graduate Certificate in Careers Education	YES	YES	YES If the optional unit in the module is taken
AGCAS Post-Graduate Certificate Career Education, Information and Guidance in HE		YES	
University of Derby 3 unit top up to NVQ 4 (no longer available)	YES	YES	YES
University of Cambridge Certificate for Career Leaders		YES	
University of Brighton 20 credit unit (KC325) in IAG and Careers Education	YES	YES	
University of Brighton Post Graduate Diploma in Guidance and Assessment with approved post course experience	YES	YES	YES

It is possible that there are other HE Modules that can be included in the above table. If you have undertaken such a module and wish to have it considered or you represent an HE Institution offering such modules, please contact the CDI Professional Development Manager to discuss this further.

Diploma in Career Guidance Part 2

The Part 2 of the Diploma in Career Guidance was a formal requirement. A number of students took Part 1 but for a variety of reasons, particularly maternity leave, did not or could not take Part 2. Some of these people are now experienced Careers Advisers. As the Part 2 is no longer available the CDI has decided that people with the Diploma in Career Guidance Part 1 can join the Register provided that they can demonstrate one year's successful experience in a careers setting.

Condition

Those people who cannot demonstrate the year's successful experience can join the Register conditionally provided that they:

- Acquire one's years successful experience or
- Complete the CDI Certificate in Professional Practice

Once either of the above two conditions are met and proven to the Professional Development Manager full registration will be allowed.

Converting Conditional to Full Registration

Once the conditions have been met please return to the Join the Register area of the website and tick the qualification from the Approved list of qualifications which you now meet. You can then follow the pages through and register as a full Registrant.

Experience and Practising Requirements

Experience: the requirement for immediate entry to the Register is a minimum of one year in a career development context. Experience may be concurrent with qualifications and does not necessarily mean a full-time post. Experience may cover volunteering, internships, short-term project work and part-time or temporary working. For those people who do not meet the experience requirement registration can be conditional for a year whilst the experience is gained, or longer with the permission of the Professional Development Manager.

Practising: Anyone whose main job role requires them to deliver career development activities or services to an individual or a group of individuals through any medium (e.g. face to face, by telephone, online or paper based). Also included are those career development professionals delivering services in management or related occupations (e.g. in research, consultancy or training) who do not work directly with users of career development activities and services.

Code of Ethics Requirement

The Code of Ethics applies to individual career development professionals rather than organisations and all members and registrants must adhere to the highest standards of professional behaviour as set out in these principles. For further details please see: <http://www.thecdi.net/Code-of-Ethics>

Continuous Professional Development (CPD) Requirement

All registrants must undertake a minimum of 25 hours CPD per year including the production of an Effective Practice Case Study. CPD must be recorded in the CPD area of the CDI website to enable the Professional Development Manager to check that the CPD has been undertaken and that this requirement of Registration has been met. The Effective Practice Case Study format will be made available in the CPD area of the website during spring 2014.

CPD can take many forms and it is important that you reflect on what you have learned and how this has influenced your practice. The CPD area of the website allows you to plan, record and reflect on your CPD and produce reports on what you have done which can be useful when discussing your CPD with your line-manager or when applying for other roles.

Below is an example of what 25 hours of CPD could look like:

Method of CPD	CPD Hours (Indicative)
Attending a full day CPD Event	7
Reading articles in the NICEC Journal	2
Watching a podcast	1
Taking part in a webinar	2
Writing the Effective Practice Case Study	2
Researching information for a session you are delivering	2
Reading CDI News by Email and following up some of the links to further information	2
Attending a networking event	2
Researching and writing an article for a journal	4
Researching a discussion topic to share with colleagues at a meeting	1

You can choose whatever methods of CPD are appropriate for you but you must reflect on it and record your CPD fully on the website in order that your 25 hours can be checked annually by the Professional Development Manager.

CPD can also include undertaking further qualifications including postgraduate qualifications. An up to date list of post graduate qualifications of relevance to the sector will be made available on the CDI website.

Find a career development professional

This area of the website is where you can promote the career development services that you offer. It is open to all registrants across the entire career development sector and across the UK. It is not just for the use of those people in private practice. Use of this area is optional but highly recommended.

Perspective employers and clients access this area of the website to find career development professionals in their area and across the UK.

It is important that your Pen Portrait in this section is succinct and abides by the CDI Code of Ethics. There is a limit of 300 words. This word limit enables the site to run smoothly and for employers and clients to access your entry quickly.

Questions

We hope that you have found the above useful. If you have any questions relating to this document please contact the Professional Development Manager: Claire.johnson@the CDI.net.

If you experience any technical difficulties in registering, please address your queries to register-questions@the CDI.net

ANNEX1

Qualifications Availability

Qualification in Career Guidance/Development

These courses are currently offered at the following Universities:

Canterbury Christ Church; Coventry; Edinburgh Napier; Huddersfield; London South Bank; Nottingham Trent; Ulster and West of Scotland.

This qualification is available via full-time, part time and blended/distance learning. Please contact the universities for details of their method of delivery.

Qualification in Career Coaching with optional unit in LMI

Offered by the University of East London

Postgraduate Diploma in Career Development and Coaching Studies and Postgraduate Diploma in Career Education, Information and Guidance in Higher Education

Offered by the University of Warwick.

QCF Level 6 Diploma in Career Guidance and Development

This work-based qualification is available from the following Awarding Organisations:

City and Guilds, Edexcel/EDI (Pearson) and OCR.

Customer Services for each of the above organisations can provide a list of Approved Assessment Centres which deliver the qualification. Methods of delivery including the availability of on-line learning vary between centres as do the fees. Please contact Approved Assessment Centres for details.