The Pan-Canadian Competency Framework for Career Development Professionals

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The Pan-Canadian Competency Framework for Career Development Professionals (Competency Framework) details and describes effective performance, knowledge, understanding, and abilities for Career Development Professionals (CDPs), career influencers, career educators, and thought leaders.

The Competency Framework can be used by:

- The public to better understand the breadth of services and value of the career development sector

- Employers of CDPs and others focused on career development to inform recruitment, selection, performance appraisal and training

- Training providers to develop and design career development course curriculum and professional programs, tools, or training

- Current and future CDPs, career influencers, career educators, and thought leaders to validate their knowledge, skills and abilities and plan for career growth

- International career development leadership organizations and governments to promote common language, standards, and collaboration across the global career development sector

Career Development Professionals and Services

Career Development Professionals help individuals navigate learning and employment transitions across the lifespan. They help individuals to manage learning and employment, acquire and enhance skills, seek and create employment, and access community services that support personal and professional growth in an increasingly complex, interdependent and changing world.

Career Development services are dependent on several things including, scope of practice, level of training, and workplace requirements. Career Development services include collaborating with individuals, employers, education and training providers,

community-based services, and other private and public institutions to promote positive health, and the social and economic outcomes of individuals, institutions, and communities.

Development of the Pan-Canadian Competency Framework for Career Development Professionals

The Competency Framework was developed through a process of research, consultation, and validation with stakeholders and CDPs across Canada's provinces and territories from diverse workplace contexts. It provides context and shared language for continued professionalization in the field of career development. Beginning in 2018, and with generous funding from the Government of Canada's Sector Initiatives Program, the Canadian Career Development Foundation brought together Canadian leaders, frontline practitioners, and influencers to collaborate in the development of the 2021 Pan-Canadian Competency Framework for Career Development Professionals through the national project *Supporting Canadians to Navigate Learning and Work*. The Competency Framework delineates the professional competencies underpinning the sector's capacity to support the socio-economic health of Canadians.

Scope and Structure

Scope

The Competency Framework details and describes effective performance, knowledge, understanding, and abilities of professionals in the career development sector.

These competencies can be used to inform or shape diverse roles in the field of career development, including but not limited to front-line professionals delivering career services to individuals or groups, career educators, researchers, thought leaders, or policy makers. Comprised of 26 series, the 101 competencies that make up the Competency Framework are structured according to four categories:

PROFESSIONAL PRACTICE

Professional Practice include 34 competencies across 9 series that enable effective practice. Foundational to Career Development Professionals (CDPs), these competencies are also indicative of related fields of practice.

The Professional Practice category includes:

— Series 1: Professional Responsibility

— Series 2: Ethics and Regulations

— Series 3: Client-Practitioner Relationship

— Series 4: Diversity and Inclusion

— Series 5: Evidence-Based Practice

— Series 6: Professional Development

— Series 7: Health and Wellness

— Series 8: Communication

— Series 9: Digital Literacy

CDP CHARACTERISTIC

The CDP Characteristic category include 31 competencies across 6 series that distinguish the field of career development practice. These competencies are generally distinct to CDPs and embody the main activities that apply to most CDPs.

The CDP Characteristic category includes:

— Series 10: Foundational Knowledge and Applied Theories

— Series 11: Service Delivery Process

— Series 12: Learning and Job Readiness

— Series 13: Awareness of Diverse Worldviews

— Series 14: Career Resources

— Series 15: Client Work Search Strategies

— Series 16: Referrals to Professional Services

CDP EXTENDED

The CDP Extended category includes 17 competencies across 5 series that are required to deliver specialized services provided by CDPs. Generally, these competencies apply to experienced CDPs with responsibilities that extend beyond the characteristic competencies.

The CDP Extended category includes:

— Series 17: Development and Delivery of Group Sessions

— Series 18: Research

— Series 19: Assessment and Evaluation Instruments and Procedures

— Series 20: Career Guidance in Educational System

— Series 21: Career Management

OUTREACH AND LEADERSHIP

The Outreach and Leadership category includes 18 competencies across 5 series related to advancing the career development field for improved social and economic outcomes for clients and communities.

The Outreach and Leadership category includes:

— Series 22: Employer Outreach and Relations

— Series 23: Community Capacity Building

— Series 24: Policy and Advocacy

— Series 25: Strategic Delivery of Career Development Services

— Series 26: Career Development Leadership

Structure

The Competency Framework is structured to reflect the ever-changing environment in which Canadians live, learn, and work. Each competency series allows room for growth (new competencies) and adaptation (revised and updated competencies) as the field of career development grows and adapts. Regular applied use of the Competency Framework in career practice, training, or organizational policy development helps keep the Competency Framework a 'living' document.

Each competency is delineated in detail, including:

— the purpose/context

— markers of effective performance

— knowledge and understanding

— contextual variables

— a glossary or key references

— context rating scales

For each competency, the **purpose** or *context* explains why the competency standard is important, or how it relates to the role of a CDP. The **markers of effective performance** detail actions that a competent CDP must be able to do and accomplish with proficiency. Each competency outlines **specific knowledge and understanding** pertinent to effective performance of the competency standard. **Contextual variables** (unique considerations in applying the competency), relevant **glossary** terms, and **key references** are highlighted. Each competency standard is measured against a series of **context rating scales** along the following dimensions:

— **Criticality** – defines the level of risk (to the CDP, those they serve, their employer and other key stakeholders) should a CDP be unable to perform this skill according to the standard. Ratings are based on the following scale:

1. No risk, no consequence: not critical

2. Minimal risk: somewhat critical

3. Moderate risk: critical

4. High probability of risk: very critical

5. Severe risk: extremely critical

— **Frequency** – defines how often and under what conditions the competency is performed. Ratings are based on the following scale:

1. Routinely, regular course of procedure

2. Occasionally, e.g. generally several times in a month

3. Unexpectedly, e.g. when emergency arises

4. Circumstantially, e.g. per project, when a specific event arises

5. Timely, e.g. every month, weekly, hourly

— **The Level of Difficulty** – defines how difficult it is (physically, cognitively) to perform this competency under routine circumstances Ratings are based on the following scale:

1. No difficulty or complexity

2. Minimal difficulty or complexity

3. Moderate difficulty or complexity

4. Very hard or challenging

5. Intense or highly complex

— **The Time Required to Gain Proficiency** – defines the average length of time or number of repeated events that are minimally necessary for a CDP to become proficient in performing the competency to the standard. Ratings are based on a period of time, or a benchmarked number of clients served.

— **Interdependency** – demarcates competencies that inform and are informed by the competency in question. Through use and application of the competencies, listed interdependent competencies will grow in size and scope.

— **Autonomy** – highlights whether or not the CDP performs the competency with or without supervision, and whether they perform the competency alone or as part of a team.

— **Automation** –projects the risk (unlikely, somewhat likely or very likely) of automation associated with the competency.

— **Requisite Work Aids, Tools, Equipment or Materials** – Details the physical tools needed for effective performance of the competency. These may include client records, reports, or software.

Acknowledgements