



Australian Centre for Career Education Ltd
Trading as Career Education Association of Victoria
 Building A, Level 2, 61 Civic Drive Greensborough Vic 2088
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CICA Professional Standards

Mapping CICA Professional Standards for Career Development Practitioners

Event Name:

Program date:

CPD Hours:

Core Competency 1	Career development theory	
1a	Describe major career development theories, concepts, research, and associated models and frameworks	
1b	Apply career development theories, concepts, research, and associated models and frameworks to practice	
Core Competency 2	Labour market information	
2a	Source, understand and apply credible, reliable labour market information that is free of bias	
2b	Use labour market information to assist clients in job search strategies and career planning	
Core Competency 3	Communication and interpersonal skills	
3a	Establish and maintain rapport	
3b	Use effective verbal and written communication skills	
3c	Work effectively in a team environment	
Core Competency 4	Ethical practice	
4a	Apply the CICA Code of Ethics	
4b	Demonstrate commitment to professionalism	
4c	Demonstrate commitment to lifelong learning	
Core Competency 5	Diversity and inclusion	
5a	Recognise and respect diversity	
5b	Conduct career development work in culturally sensitive ways	
Core Competency 6	Technology, information and resources	
6a	Collect, analyse and use information	
6b	Keep up-to-date with emerging technologies and innovations	
6c	Identify relevant support organisations, resources and services	
Core Competency 7	Professional practice application	



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7a	Conduct needs assessment	
7b	Follow case and/or project management procedures	
7c	Use enterprise skills	
7d	Evaluate the service provided to clients	
Specialised Competency 1	Career assessment	
S1	Assess, develop and apply career assessment	
Specialised Competency 2	Career counselling	
S2	Apply career counselling skills	
Specialised Competency 3	Career development program delivery	
S3	Assess the need for, design, deliver and evaluate career development programs	
Specialised Competency 4	Diverse clients	
S4	Work with diverse people	
Specialised Competency 5	Project management	
S5	Design, develop, implement, and evaluate projects	
Specialised Competency 6	Industry liaison	
S6	Liaise with employers and other organisations	
Specialised Competency 7	Research skills	
S7	Conduct research	



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Victorian Institute of Teaching Professional Standards

Professional Knowledge	
1. Teachers know how students learn and how to teach them effectively.	
2. Teachers know the content they teach.	
3. Teachers know their students.	
Professional Practice	
4. Teachers plan and assess effective learning.	
5. Teachers create and maintain safe and challenging learning environments.	
6. Teachers use a range of teaching practices and resources to engage students in effective learning.	
Professional Engagement	
7. Teachers reflect on, evaluate and improve their professional knowledge and practice.	
8. Teachers are active members of their profession.	

Reflection/Notes:
