

'One Voice Making an Impact'

Briefing Note 6: April 2012

'A profession that inspires confidence in the public, dedicated to delivering high quality career development activities and services that help individuals to achieve their full potential and support economic productivity while ensuring equality of opportunity for all.'

The purpose of the UK Careers Profession Alliance (CPA) is to raise professional standards and assure quality and public confidence in career development activities and services for young people and adults across the UK

Update from the Executive

The members of the CPA are working on a number of different fronts in order to ensure that the following targets and deadlines can be met:

1. Members of the four associations of the CPA can sign up to the CPA from 1st May 2012.
2. Those members who have signed up to the CPA can join the Register of Career Development Professionals from 1st May 2012.
3. The existing associations (ICG, ACEG, NAEGA and ACPI) will merge to form the fully constituted and operational Career Development Institute (CDI) by January 2013, subject to due process.
4. Career development professionals and other stakeholders are kept up to date with all developments of the CPA and CDI.

Membership and registration

The project to produce the CPA website and Register of Career Development Professionals is now complete. Members of the existing associations will be able to sign up to the CPA through the new website, which can be accessed from May 1st either through a link from each of the association's websites or directly via www.cparegister.org. Non-members can join the register by first joining one of the existing professional associations. In order to sign up, they will be asked about details of their current association membership and they will need to agree to abide by the CPA's Code of Ethics and the requirement for continuous professional development.

Once they have signed up to the CPA, members who wish to join the Register of Career Development Professionals will be able to do so, if they meet the entry standards. There will be two pathways to meet the requirements:

- **Immediate entry** to the register for practitioners who have achieved one of the CPA approved qualifications at QCF Level 6 or above. Full details of the qualifications for immediate entry will be on the CPA website.

- **Planning for entry** to the register for other practitioners, who have an alternative qualification at QCF Level 6 or above, and who can also provide robust evidence of competence equivalent to QCF Level 6 or above in career development, based on the National Occupational Standards (NOS) for career development, developed by Lifelong Learning UK (LLUK). This evidence will be assessed by the CPA/CDI prior to approving registration.

There will also, from 1st May 2012 to 1st May 2014, be the option of **conditional entry** to the Register of Career Development Professionals which will enable practitioners with specific career development qualifications at S/NVQ level 4 (QCF Level 5) to join. They will need to commit to achieve specified QCF level 6 Diploma in Careers Guidance and Development units or equivalent HE modules within two years of joining the Register. The Register will show that registration is conditional on this basis.

In the first instance, it will only be possible for members who are ready for immediate or conditional entry to join the Register. The CPA will continue to map the content of additional career development qualifications against the NOS for career development, so that a wider range of practitioners can join the register as immediate entrants.

Members will be kept informed of when it will be possible to go through the 'planning for entry' route to registration based on assessment of competency.

Fees

In the transition to the fully constituted CDI, those who wish to sign up to the CPA will do so through membership of existing associations in the CPA. Their membership fee will entitle them to a full year of membership, initially to their association, with all of the existing benefits, and from January 2013, to full membership of the CDI with the additional benefits that this will bring. From the point at which their 2013 membership fee becomes due, they will pay an annual fee of £85 for renewal of CDI membership. There will be discounts for bulk membership for the larger employers and for group memberships, which are to be agreed.

The fee for registration will also be £85 for the first year. There will be a re-registration fee of £25 per year.

Formation of the CDI

CPA Task Groups for Business Planning and Governance are working on the detail which will enable the four associations to merge to become a fully constituted CDI by January 2013.

Business Planning

The Business Planning Task Group has drawn up a Heads of Agreement paper which will be signed on 30th April by all four associations. The group has set out a clear business plan for April 2012 – March 2013, with a Transition Budget covering this period and an Indicative Budget for the first year of trading of the CDI. Within the next few weeks, this group will take legal advice on the incorporation process and on the creation of a legal entity to oversee the setting up of the CDI.

Governance

The Governance Task Group has produced a paper outlining the structure of the CDI, arrangements for governance and a timeline for setting up the new body. The headlines are that business management will be by a small Board of Directors of whom half will be elected, and an elected Council of 20 members which will manage the professional issues relating to members of the CDI and of the organisation itself. For the

purpose of elections there will be five professional constituencies reflecting the functions and the client groups of members of the existing professional associations. Members who sign up to the CPA will also be asked to declare the home country with which they wish to associate for voting purposes. The professional constituencies include:

Careers education	Those working primarily in careers education, in schools, FE and Skills institutions, and in HE
Careers guidance for young people	Those providing careers guidance mainly to people who are preparing to enter the labour market (generally under 19, or in higher education)
Careers guidance for adults	Those providing careers guidance mainly to people who have already entered the labour market (generally over 19)
All age careers guidance	Those providing careers guidance in an all age context, or to a mix of young and older clients
Talent management	Those providing career development services primarily in workplace settings (e.g. in career coaching, HR, outplacement etc.)

Members of the CPA Executive feel that there is a need for these constituencies in order to ensure that all members of the current associations in the CPA are represented in the governance of the organisation, and there will be two members of each constituency and at least one from each home country on the Council, however, there will be places for a further 6 co-opted members to ensure a good balance of representation is achieved. The professional constituencies will be reviewed after two years and it is envisaged that they may not be needed at all after that. Quite separately to the governance of the CPA, there will be communities of interest developing professional practice in a wide range of different professional disciplines and contexts.

It is envisaged that elections for the Board and Council will take place in June or July this year. All members who have signed up to the CPA will be able to vote.

Communication

The Communication Task Group will continue to provide regular briefings to update members of the career development profession and other stakeholders on developments of the CPA and CDI. It has finalised a set of FAQs about the CPA and future formation of the CDI which can be accessed on the websites of all of the existing associations and, from 1st May, on the new CPA website. The Task Group is also working on a Communications Strategy and a Prospectus of Services available to members of the CDI.

There will be consultation with members of the existing associations on the incorporation to form the CDI.

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