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By cdaa

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About Us

By cdaa

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The Career Development Association of Australia Inc. is the largest organisation of career development practitioners in Australia. It is the only national, cross-sectoral career development association in the country. Its members provide a range of services for people who are:

- Seeking course and career information and advice
- Entering or re-entering the workforce
- Changing careers
- Undertaking job search and preparation activities
- Wanting assistance to manage their work and life roles

The CDAA is managed by a National Executive Committee (NEC), which makes decisions on matters of governance and performs a range of associated functions to enable the work of the association to be done.

Each State and Territory has a Divisional Committee, working under the leadership of its Divisional President. The key function of a Divisional Committee is to attend to its members' needs, including conducting professional development events, networking opportunities, and representing the association at the local level.

All CDAA members are bound by the **CDAA Code of Ethics**, which provides a practical guide for professional behaviour and practice. The Code lists the principles of professional conduct developed to safeguard the welfare of consumers/clients of career services provided by members, the integrity of the Association and the integrity of the profession. [Click here](#) to download the *Code of Ethics*.

The Career Development industry is becoming standardized in order to best service the career development needs of all Australians. To this end, the CDAA is a member of the Career Industry Council of Australia (www.cica.org.au), the national representative body of career practitioner organizations. All professional, fellow and life members of the CDAA are assessed as being appropriately qualified and experienced. They must also undertake continuing professional development activities and comply with set requirements in order to maintain their membership.

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What does a Career Practitioner do?

By cdaa

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What is career development?

Career development is the lifelong process of managing learning, work, leisure and transitions in order to move towards a personally determined and evolving future. It applies to people of all ages.

What is a career development practitioner?

Career development practitioners provide services that help people manage their careers, make occupational and study decisions, plan career transitions and find career information.

They may be called:

- Career counsellors or advisers
- Employment counsellors
- Career management consultants
- Career practitioners
- Career coaches
- Rehabilitation counsellors
- Guidance officers
- Work development officers
- Employment support workers
- Work experience coordinators
- Job developers
- Placement coordinators
- Vocational rehabilitation workers.

Where do career development practitioners work?

Career development practitioners work in a range of settings including: schools, TAFEs, universities, business organisations, government agencies and private practice.

What do career development practitioners do?

Career development practitioners may work with individuals or small groups. Some of the services they provide include:

- Career counselling
- Career education
- Job placement
- Employment services
- Recruitment
- Career coaching
- Training
- Mentoring
- Coordinating work experience or internships
- Resume preparation
- Career planning
- Administering and interpreting tests
- Teaching job hunting strategies.

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What is the CDAA?

By cdaa

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CDAA is Australia's largest national association of career development professionals.

Our vision is: Leading Career Development

Our Members

CDAA members work in small business and private practice, education, research, employment services, human resources, rehabilitation, government and community organisations.

Our members assist individuals and organisations to prepare for their futures by making informed decisions about career and workforce development. CDAA is committed to the National Standards for Career Practitioners and all professional, fellow and life members are assessed to meet the requirements of qualified career professionals.

Strategic Priorities

Develop and sustain practitioner excellence through

- Provision of a Continuing Professional Development program that is accessible and relevant to members across a broad range of professional practice
- Conduct of an annual national conference
- Production of high quality publications and resources
- Implementation of professional standards for members
- Recognition of high standards of professional practice
- Support of evidence based research in career development

Manage a well-governed, ethical and sustainable association through

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- Recruitment and retention of career development practitioners as members
 - Coordination of local and national activities
 - Growth and prudent management of finances
 - Maintenance and development of robust operational systems
 - Conduct of operations in an ethical and professional manner

Provide an expert voice on career development through

- Promotion of the value of career development
- Advocacy for career development policy, practice and research
- Expansion of relationships with government, industry, education and community

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Frequently Asked Questions

By cdaa

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How much does it cost to see a career development practitioner?

CDAA members work in a variety of situations with diverse client groups, and possess a range of qualifications and expertise, so fees charged do vary. Most charge a sessional rate - i.e. a fee for a consultation of a specified length of time. Some counsellors use a sliding scale which means they offer lesser fees to people on lower incomes. Some career counsellors offer a 'package' of work - i.e. a number of sessions which include a specified set of activities. In this case, fees are set for the whole package.

What qualifications can I expect from the career development practitioner I see?

Usually, CDAA members will possess a university degree along with specific experience in a related field. For example: Some have been teachers, human resource officers, psychologists or rehabilitation consultants. Professional members will also have qualifications or training in career development, or significant work experience in the field.

Membership of the Career Development Association of Australia should be well regarded.

What course can I take to become a career development practitioner?

For Professional membership candidates, an undergraduate degree plus a careers-related Graduate Certificate is an excellent option. New courses are currently being developed to equip people to become Associate members - these are generally equivalent to a Certificate IV in Career Development. In the interim, the [Australian Career Development Studies Program](#) is a good way to begin if you have no prior training.

What does a career development practitioner do?

They assist people who are dealing with the range of challenges in their work-life, whether that be making a career decision, finding a job, balancing work and family needs, or dealing with frustrations in the workplace. Many work in private practice, others work within organizations such as schools, universities, government or community bodies, and career management companies.

Can I re-new my membership if I haven't logged all of my CPD?

A: Yes you can. As an existing member you will continue to retain your current membership from 2012, provided you continue to log your continuing professional development and work in accordance with CDAA's code of ethics. CPD recording will progressively be monitored by the association as we assist members to comply with requirements.

CDAA, as a member of the Career Industry Council of Australia, is required to implement the Professional Standards for Career Development Practitioners by January 2012. CDAA fully supports the professional standards and will commence implementation of changes to requirements for **new members** from next year.

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