



Futures

FOR BUSINESS

Career Development Professional Apprenticeship

A trained career development professional helps people to assess their own strengths and to make meaningful education, career and employment choices. They will empower people to develop their own career management skills using coaching, counselling and information, advice and guidance techniques.

Unlimited Possibilities

Level 6 Higher Apprenticeship Standard

Career Development Professional

Example job roles: career adviser, career coach, career guidance counsellor, career leader, career co-ordinator, career consultant, career development practitioner, IAG adviser, senior employability adviser, personal adviser

24 month duration

Knowledge, Skills and Behaviours – Key duties

- Reflect critically on their career development practice and service delivery, evaluating it against relevant theories, models, research and appropriate professional ethical standards in order to facilitate continuing professional development and ongoing service improvement
- Collaborate with colleagues, internal and external stakeholders, employers and other service providers to negotiate, design, develop, organise and evaluate programmes of activities that equip clients with the career management skills, knowledge and resources they need for their career development
- Prioritise and manage workloads, making effective use of management information systems and wider technology
- Motivate and equip clients to identify their short-term and long-term career development objectives and to develop plans to make progress in those objectives
- Enable clients to assess their strengths, values, beliefs, situation and preferences, and to connect them to the requirements and rewards of opportunities within the education system and the labour market, inclusive of training, voluntary work and self-employment.
- Design, plan, deliver and evaluate career-related learning activities using pedagogical approaches appropriate to the clients' educational level and the organisational context
- Prepare, conduct and evaluate structured career development interactions with clients using career counselling, guidance, coaching and advice work approaches appropriate to the clients' needs and the organisational context
- Research, assess, organise, interpret and disseminate careers-related and service delivery information, including labour market information (LMI) to meet the needs of clients, colleagues and other stakeholders
- Promote informed engagement with the career development service offer and enable clients to access wider career development and other support services

Includes the Level 6 Diploma in Career Guidance and Development

End Point Assessment

- Professional Discussion underpinned by a portfolio
- Project - Written Assignment

Functional Skills – English and Maths



Get in touch

To find out more about
apprenticeships with Futures for Business email
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