



# NATIONAL CAREER DEVELOPMENT WEEK

"Career development – puts the YOU in your career!"

*Get the life you Love!*

## What does a Career Practitioner do?

### What is career development?

Career development is the lifelong process of managing life, 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
- Resume preparation
- Career planning
- Administering and interpreting tests
- Teaching job hunting strategies
- Coordinating work experience or internships.

When looking for a career development practitioner you should ask about:

- the way they work;
- the assessment tools they use;
- their qualifications and experience;
- specialised skills and knowledge;
- their costs;
- how many sessions might be required.

Either as a personal exercise, or in preparation for meeting with a career practitioner consider the following questions:

- What is important to you?
- What do you value?
- What do you want out of work?
- What are your special talents and skills?
- What type of work roles interest you?
- Which employers and organisations need what?
- Which employers and organisations need what you can offer?

Most practitioners charge a fee per session, however some use a sliding scale which means they offer lesser fees to people on lower incomes. Some also offer a 'package' with a number of sessions which may include a specific set of activities.

You can locate a practitioner at [www.cdaa.org.au](http://www.cdaa.org.au). The Career Development Association of Australia is a member association of the Career Industry Council of Australia (CICA).

 CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA