

**Code of Ethics
for
Australian Career
Development
Practitioners
- March 2019**

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Code of Ethics

The Code of Ethics guides the professional behaviour and practice of Australian Career Development Practitioners and informs the public about the ethical standards to which the Australian Career Development Practitioners adhere.

<p>Ethical principles for professional competency and conduct</p>	<p>Career Development Practitioners:</p> <ul style="list-style-type: none"> • Obtain qualifications necessary to provide career development services, including, where appropriate, those qualifications required to undertake specialised tasks or roles and/or work with specialised populations • Conduct career development services in accordance with the code of ethics contained in the professional standards for Australian career development practitioners which is applied through the code of ethics of the CICA member association to which they belong • Represent their professional competencies, training and experience accurately • Function within the boundaries of their training and experience. • Refrain from consciously dictating to, judging or coercing client choices, values, lifestyles, plans or beliefs • Explain the content, purposes, potential benefits and results of tests and interventions in language that is easily understood by the person or persons for whom it is intended • Monitor, maintain and enhance professional competencies • Seek and participate in continuing professional development (CPD) in order to remain current with innovations and trends in the contexts, processes and content of career development • Ensure that material contained in web-based programs, resource materials and career development programs is current and accurate • Conduct research and report findings using procedures that are consistent with the accepted ethical and scientific standards of educational, psychological and social research practices
<p>Ethical principles for career development Practitioner-Client Relationships</p>	<p>Equity and diversity</p> <p>Career Development Practitioners:</p> <ul style="list-style-type: none"> • Respect the dignity of each person for whom career development services are rendered

- Respect client's feelings and cultural customs
- Inform clients, orally or in writing, of the purposes, goals, techniques, policies and ethical standards as appropriate to the service being provided
- Accept the rights of the client to make independent choices and to take responsibility for those choices and their consequences
- Deal with each person fairly, equitably and without prejudice, respecting their values, beliefs and life experiences and those of their families and communities to which they belong
- Avoid all forms of discrimination
- Ensure that the services provided are culturally appropriate and relevant to the clients' needs, and valid and reliable concerning the information they provide
- Take into consideration the career development stage that their clients are at, and their career/life experiences
- Use non-discriminatory, current and accurate information within whatever medium is used
- Apply, and inform clients about, ethical issues (such as privacy, identify, information-sharing practices) associated with media technologies, including social networking

Confidentiality, disclosure and informed consent

Career Development Practitioners:

- Maintain a current understanding of laws, policies and professional ethics that pertain to client rights
- Inform clients of the limits of confidentiality
- Preserve confidentiality
- Preserve the client's right to privacy
- Seek clients' expressed consent before disclosure of client information
- Avoid or disclose conflicts of interest which compromise the best interests of their clients

Scope of practice

Career Development Practitioners:

- Conduct career development services for which they are appropriately trained and currently qualified
- Make appropriate referral when their own competency does not meet the client's need or when their professional assistance cannot be provided or continued

	<ul style="list-style-type: none"> Contextualise career development theory and practice according to work setting, clientele and societal context
Ethical principles for professional relationships	<p><i>Career Development Practitioners:</i></p> <ul style="list-style-type: none"> Avoid or disclose conflicts of interest Resolve conflict between professional ethical standards and directives or practices within the workplace through ethical decision-making and appropriate consultation Advocate for and assist in the development of career development services that are ethically rendered and relevant to client needs in cooperation with policy-makers, organisations, administrative personnel and community agencies Respect and acknowledge the contribution of other professionals Cooperate with other professionals and/or colleagues according to the ethical practices and procedures relevant to the situation
Breaches of the Code of Ethics	Breaches of the Code of Ethics may be reported to the relevant CICA Member Association which will follow up appropriately (e.g., where appropriate through educative processes or cancellation of membership)

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