

Career Development Professional

ST0694

Level: **6**

Apprenticeship duration: **24 months**

Funding band: **£9000**

The role of a Career Development Professional

Career Development Professionals are typically found in educational settings, training organisations, careers and employment services and human resource/ learning and development departments in both the public and the private sector.

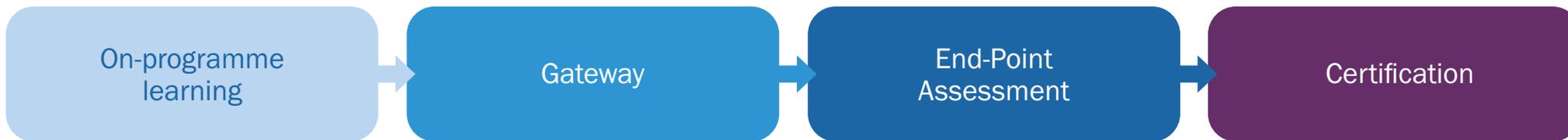
The broad purpose of the occupation is to assist individuals and/or organisations before or during career transitions to develop long and short-term career strategies. Transitions could include from learning to work, returning to the labour market, returning to learning, sector/organisation/management change, redundancy and pre-retirement choices.

Career Development Professionals will be responsible for helping individuals assess their own strengths, values, beliefs, and situation and connect them meaningfully to the labour market and the education system. They are responsible for making professional judgements in the best interest of the client whilst adhering to the ethical practice required by the organisation or profession, and acting in accordance with organisational policy and relevant legislation.

Successful completion of this apprenticeship will align with recognition by the Career Development Institute as giving eligibility to the Register of Career Development Professionals.

Reasons to choose Awarding UK:

- We're a small organisation, which allows us to offer a friendly, accessible, personalised service
- We're committed to delivering high-quality assessments to every apprentice, every time
- We're dedicated to building partnerships with Employers and Training Providers to support the apprentice throughout their journey
- Our assessors are all occupational experts, and fully up to date on current practice
- Our assessment material is written by carefully selected experts
- Integrity is at the heart of everything we do



Gateway

The apprentice must achieve the following pre-requisites during the on-programme element of the apprenticeship in order to progress to End-Point Assessment (EPA). This is called the Gateway. For Career Development Professional, the Gateway requirements are:

- Mandatory qualification:
A career related qualification at level 6 or higher, approved by the Career Development Institute
- Level 2 Maths and English
- Completed apprentice portfolio

Employers and Training Providers must complete the Gateway Declaration, confirming that the apprentice meets the required standards and is ready for EPA.

End-Point Assessment

The EPA consists of a Professional Discussion and Written Assignment. Both of these will be carried out and marked by an independent End-Point Assessor.

Assessment 1 – Professional Discussion

A Professional Discussion is a structured, two-way discussion designed to draw out the best of the apprentice's competence and excellence. The end-point assessor will ask a minimum of 9 questions based on their portfolio, covering prior learning activities and problem-solving. It will last around 90 minutes and the apprentice will be able to draw on the portfolio to inform the discussion.

Assessment 2 – Written Assignment

On passing through Gateway, Apprentices will conduct a work-based career-related learning project evidenced in the form of a written assignment. The project is a rigorous means of assessing the apprentice's skills of critical reflection, analysis, evaluation and application of theory to practice. The subject, title and scope will be agreed with the employer and should be relevant to the apprentice's role and meet the business needs. The written assignment will be 4,000 words +/-10%.

Assessments are graded as either pass or fail, as follows:

Assessment Method	Grading		Weighting
Professional Discussion	If either assessment is marked as a fail, then the overall grade will be a fail	Pass	50%
Written Assignment		Pass	50%
Overall grade awarded	FAIL	PASS	

Certification

Once the grades have been confirmed, working with the Education and Skills Funding Agency (ESFA), Awarding UK will apply for the certificate.

