



# CICA

*The National Peak Body for the Career Industry*



## About Us

CICA is the National Peak Body for the Career Industry in Australia. Its establishment in 2000 was a world first and it continues to be a leader in the field. It is a focal point for government and other stakeholders concerned for and interested in promoting quality career development services in Australia.

### CICA's mission:

CICA will work to

- Consult and collaborate with relevant stakeholders.
- Enhance collegiality within the career industry to achieve agreed goals.
- Facilitate strategic liaisons with stakeholders and policy makers.
- Develop community awareness of the concept, benefit and value of career development.
- Promote professional standards and practice within the career industry.
- Enhance relationships within the international career development community.

## H - History

### The Career Industry Council of Australia – a world first!

The Career Industry Council of Australia had its genesis in 1999, when a group of far sighted career practitioners and academics identified the need for a peak body to be formed that would promote contemporary career development issues to government, private and community sectors, and provide models of best practice. The policies to drive career education forward as a critical component of the secondary school curriculum were articulated in 1992 through the Ministerial Council of Education, Employment, Training and Youth Affairs. Later Anna Lichtenberg, Col McCowan and others advocated for a National Forum to carry these issues forward, and to contribute to national and global issues on career development.

While the concepts were visionary the various career associations around the country were in development-phase themselves, and the Forum was not sustainable at that time. Other factors,

in particular the lack of easy and inexpensive means of communication with each other also inhibited the development of such a Forum, but the flame of insight and inspiration was kept alive, and in 1999 a teleconference between interested associations was held to test the water.

The first informal face-to-face meeting of interested association representatives was held at the IAEVG International Conference in Perth, 2000 with Bryan Hiebert from Canada contributing to the discussion on the development of across country collaboration and partnerships.

In a maturing career development industry the imperatives to develop a cohesive relationship between the associations was more obvious, and a commitment was made to meet during the year 2000 to test the feasibility of forming a consortium (now council) of representatives from the diverse career associations.

At this meeting there was a high level of commitment to working together for the good of the Australian community, and the initial vision and mission statements were articulated. The aim to be inclusive of all specialities under the overarching framework of career development was identified.

Founding member associations provide membership services to people in secondary schools, TAFE, Universities, the public and private sector, specialised groups who work with elite performers and rehabilitation clients, employment services, and in community organisations, and private practice. The logical inclusion of the Graduate Careers Council of Australia as a full member, added to the depth and diversity of the group, and Roger Bartley (then CEO) provided wise advice and advocacy in the early stages of incorporation.

Associations also indicated their desire to contribute to the development of Quality Standards, as well as community education. One of the main aims was to evolve as a peak body that would speak with one voice, and act effectively as a lobby and reference group for government, industry and the community.

CICA since its formation has worked hard to ensure that it carries on the national and regional work initiated by individual associations, advocating on behalf of Australian Career Practitioners in the issues that relate to the vision of having a career development culture in Australia, where citizens are empowered to make informed career decisions, and manage their career development across their life-time.

Members of the Council were delighted that the Commonwealth Department of Education, Science and Training (DEST) was able to support our early meetings with an initial grant under the trusteeship of the Australian Association of Career Counsellors (AACC). The career associations provided seeding money to progress the incorporation, and also to subsidise travel and accommodation for our bi-annual meetings.

CICA incorporated as an entity in its own right in 2003 with the decision made to incorporate in the State of Victoria. This milestone year heralded CICA as a world first in the global career development industry.

As a result of building on relationships with government and other agencies, members of CICA have been involved in a number of significant initiatives working in collaboration to workshop the creation of the myfuture website. Mary McMahon and Peter Tatham wrote the foundation paper to inform the development of that investment, and members are still involved with the writing or promotion of my future.

CICA had representatives on the myfuture advisory committee, and on the Career and Transition Services – Working Group (CTS-WG). There was a gradual transference of some existing advocacy roles on such groups as the Centrelink Partnership Group Forum, and representation on the ANTA Strategic Directions Planning Group.

The participation of CICA in the Leaders in Careers Forum was a significant inclusion, and there are a number of other Forums where CICA was representing career practitioners. CICA has been able to inform and influence stakeholders, and has developed and continues to develop strategies to be an effective national peak body and lobby group.

There was strong support from CICA for the recommendations of the OECD Country paper, Past President and Executive Director, Peter Tatham was selected from the CTS-WG to accompany Mr Tony Gear of DEST to Toronto to an international seminar to discuss the OECD recommendations.

CICA representatives and association members workshopped the Australian Blueprint for Career Development, and have given it strong support. The opportunity to input into the adaptation of the Canadian model allowed CICA to discuss the issues of common understandings of terminology in the career development literature, and current usage. The paper "Life, Learning and Work" by Mary McMahon, Peter Tatham, and Wendy Patton provided an impetus for informed discussion, and also a vehicle for informing policy makers, education, and industry leaders on the current issues of developing skills to manage life, learning and work.

CICA is now an invited party to debates on career development issues, and has already gained recognition for its willingness to contribute to discussion papers, seminars and workshops. The development of an excellent working relationship with Governments facilitates cross-fertilisation of ideas, and frank exchanges about issues that impact on the profession.

There is a strongly developing relationship between policy makers, researchers and career practitioners in this country, and CICA will continue to encourage this interactive and constructive relationship.

The impact on individual members of career associations will be cumulative. As the realisation that quality career interventions impact on the economic as well as social benefits for all Australians, and as we are more able to promote the advantages of these interventions, the profile of the career industry will be raised, and the opportunities for practitioners will expand.

## MA - Member Associations

The Career Industry Council of Australia is comprised of 12 Associations.

### National Associations:

- Australian Centre for Career Education (ACCE)
- Australian Institute of Sport: Personal Excellence (AISPE)
- Australian Society of Rehabilitation Counsellors (ASORC)
- Career Development Association of Australia Inc (CDAA)
- Graduate Careers Australia Ltd (GCA)
- National Association of Graduate Career Advisory Services (Aust) Inc (NAGCAS)
- Rehabilitation Counselling Association of Australasia Inc (RCAA)

### State and Territory Associations:

- Career Advisers Association of New South Wales and Australian Capital Territory (CAA) Inc (CAANSW/ACT)
- Career Education Association of Western Australia Inc (CEAWA)
- Career Educators Association of Northern Territory Inc (CEANT)
- Queensland Association of Student Advisors Inc (QASA)
- Queensland Guidance and Counselling Association Inc (QGCA)

## C - Council

### 2015/16 CICA Council Members

Australian Centre for Career Education – Frank Thompson  
Australian Institute of Sport – Personal Excellence Megan Fritsch  
Australian Society of Rehabilitation Counsellors (ASORC) David George  
Career Development Association of Australia (CDAA) Andrew Rimington  
Graduate Careers Australia (GCA) Bruce Guthrie

National Association of Graduate Career Advisory Services (NAGCAS) Martin Smith  
Rehabilitation Counselling Association of Australasia (RCAA) Anne Nalder  
Careers Advisers Association of New South Wales & Australian Capital Territory  
(CAANSW/ACT) Sue Sundstrom  
Career Education of Association of Western Australia (CEAWA) Lelaine Boardman  
Career Educators Association of Northern Territory (CEANT) Judith O'Hearn  
Queensland Association of Student Advisors (QASA) Pat Smith  
Queensland Guidance and Counselling Association (QGCA) Mary McMahon

## E - Executive

### 2014/15 Executive

President – Martin Smith

Vice President – TBA

Professional Standards – Mary McMahon

Course Endorsement – Pat Smith

Vocational Education & Training – Judith O'Hearn

## S - Secretariat

Registered Office:

Career Industry Council of Australia  
Unit 3, 192B Burwood Road  
Hawthorn VIC 3122

Executive Director: David Carney

To contact David please email [david.carney@cica.org.au](mailto:david.carney@cica.org.au)

## M – Membership

CICA does not provide for individual practitioner membership but does register interested persons at three category levels:

- Affiliate
- Professional
- Certified Leading Professional

Person wanting to apply for registration should [click here](#).

Individuals are also encouraged to make application to one of the [member associations](#) and through this membership become connected to the CICA.



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# CICA

*The National Peak Body for the Career Industry*



Ensuring career practitioners  
provide quality service

## Registration

I - Introduction

RC - Registration Categories

FAQ - Frequently Asked Questions

RP - Registered Practitioners

## I - Introduction

In 2013, CICA surveyed career practitioners from its Member Associations on a range of issues around the implementation and use of the CICA Professional Standards for Australian Career Development Practitioners.

As part of the survey, respondents were asked if they felt CICA should establish a registration process as the National Peak Body in Australia. An overwhelming number of career practitioners (85%) responded positively.

As a result, CICA has been working with its Member Associations over the past 18 months to develop a Registration process that would represent a further step towards professionalizing the field and strengthening the voice of CICA through representation of a large number of practitioners as well as its Member Associations.

At the December 2014 meeting, the CICA Council, representing all CICA Member Associations **voted unanimously** to accept the proposed model presented and establish CICA Registration.

Launched in March 2015, the CICA Register of Career Development Professionals is the single national point of reference for ensuring and promoting the professional status of career development practitioners across the whole sector and to other members of the profession, clients and employers, as well as policy makers, funders and all other stakeholders.

### **Why is Registration Important?**

Currently, there is not a single register of career development practitioners in Australia. Professional Associations represent their own constituencies and are smaller in size. Thus no particular professional association comprehensively represents the field of career development.

Policy makers and key stakeholders prefer to speak with peak bodies; CICA fulfils that function.

A register of career development practitioners represents a further step towards professionalising the field. Registration strengthens the voice of CICA through representation of a large number of practitioners as well as its member associations.

## **RC - Registration Categories**

The Registration categories are:

- Affiliate
- Professional
- Certified Leading Profession

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### **Affiliate**

This category is a **non-professional registration category** and is open to those persons that are working in or have an interest in the career development industry.

It is suitable for those persons who currently hold or are working towards:

- Certificate IV in Career Development (CH42112)
- Certificate IV in Employment Services (CHC42012)
- Career Development Practice Skills Set (CHCSS00005)

To be eligible for registration as an Affiliate a person must:

- Meet the minimum CICA entry level qualification under the CICA Professional Standards.

OR

- Be eligible to be deemed by the relevant CICA Member Association as Associate in accordance with the CICA Alternative Pathway Policy

OR

- Currently hold associate status with a CICA Member Association.

OR

- Have an interest in or work in the career industry and subscribe to the vision, mission and objectives of the Career Industry Council of Australia

The Professional Fee for Affiliate Registration is \$175 plus GST per annum. There is a once-only Administration Fee of \$85 plus GST.

The annual registration period is from April 1 of each year through to and including March 31 of the following year.

**REGISTER NOW**

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## **Professional**

This category is open to professional career development practitioners.

To be eligible for registration as a Professional a person must:

- Meet the minimum CICA qualification under the CICA Professional Standards.

OR

- Be eligible to be deemed by the relevant CICA Member Association as Professional in accordance with the CICA Alternative Pathway Policy

AND

- Currently hold professional status with a CICA Member Association.

The Professional Fee for Professional Registration is \$195 plus GST per annum. There is a once-only Administration Fee of \$85 plus GST.

The annual registration period is from April 1 of each year through to and including March 31 of the following year.

**REGISTER NOW**

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## **Certified Leading Professional**

This category is open to professional career development practitioners who have demonstrated exemplary practice.

To be eligible for registration as a Certified Leading Professional a person must;

- Already be registered as a Professional by the Career Industry Council of Australia
- Have been in professional practice for at least ten years

AND

- Be employed in the career industry at the time of application

OR

- Have been employed in career development practice and it is demonstrated in the interests of the career industry that the person should be registered.

AND

- Demonstrated exemplary knowledge and commitment to the CICA Registration Code of Professional Conduct and the CICA Member Association's Code of Ethics.

The Professional Fee for Certified Leading Professional Registration is \$225 plus GST per annum.

The annual registration period is from April 1 of each year through to and including March 31 of the following year.

**REGISTER NOW**

## FAQ - Frequently Asked Questions

### **What are the benefits of registration to the profession?**

A publicly credible registration system is a defining credential of a profession that:

- elevates the status and esteem of career practitioners in the community;
- provides incentives for career practitioners to collaborate, rather than compete, in attaining high professional standards;
- provides members of the public with a greater confidence in the profession by knowing that career practitioners' professional standing and qualifications have been independently verified;
- contributes to the building and sustaining of expertise in the profession;
- provides a valuable service to the profession and to employing authorities for recognising those who have achieved high professional standards;
- supports career practitioners in their work through a code of Professional Conduct and Ethics, which is developed in consultation with the industry;
- contributes to the building and sustaining of expertise in the profession.

### **What are the benefits of registration to stakeholders?**

- provides career practitioners with a Code of Professional Conduct and Ethics that includes the standards of performance expected of them as they practice their profession;
- working with educational bodies to deliver qualifications that prepare individuals to work in the career industry ;
- requires those registered by CICA to undertake continuing professional development so that they keep their skills up to date;
- allows the publishing of a Register of names of those individuals registered by CICA

### **What are the benefits of registration as an individual?**

- recognition as a CICA Registered practitioner with stakeholders, employing bodies and the general public
- CICA Registration Certification
- persons registered as Professional and Certified Leading Professional, have exclusive use of the relevant seal for use on their business cards/website.
- access to up-to-date information and resources via exclusive Registrants email, CICA website and Twitter.
- access to a special CICA Professional Development rate for all CICA Member Association events that is set at a half way point between a CICA Association Member and Non Member Rate.
- attendance at CICA Member Association Conferences at a special CICA rate that is set at a half way point between a CICA Association Member and Non Member Rate.
- access to International Affiliations and leading in the International Career Development profession.

### **Did all CICA Member Associations agree to establish CICA Registration?**

**Yes!**

CICA worked with all CICA Member Associations over a period of 18 months to establish a registration system that would enhance and build on the professionalisation of the career industry, through recognition of career practitioners and continuing to support and advocate on behalf its CICA Member Associations and its members.

**ALL CICA Member Associations** voted in favour of, and support of, the creation of CICA Registration at the full CICA Council meeting in December 2014.



## **How is CICA different from a professional association?**

CICA is the National Peak Body that represents its member associations and the wider career industry.

The CICA Professional Standards for Australian Career Development provide the guidelines for the minimum standards of practitioners working in career development.

Unlike the member associations, CICA does not provide professional development activities or run conferences. These activities are services provided by member associations for their members.

## **Is CICA competing with Member Associations?**

No. CICA is providing an opportunity for individuals to apply to be registered by the National Peak Body. CICA has at its core the support of, and advocacy for, its Member Associations and their members.

## **Do I have to choose whether to belong to my professional association or to CICA?**

No. To register as a Professional Career Development Practitioner of CICA, you need to be a member of a CICA Member Association. This ensures that you comply with a Code of Ethics and meet the Professional Standards.

## **Do I need to adhere to a Professional Code of Conduct?**

Yes. All persons registered by CICA need to adhere to the following Professional Code of Conduct.

The following code will guide Registered Certified Leading Professionals, Registered Professionals and Registered Affiliates in the performance of their services.

- Clients
- Responsibility
- Respect
- Autonomy
- Competence
- Propriety
- Neutrality
- Confidentiality
- Legal Obligation

**Clients** - In this Code the term 'client' refers to the recipient of the career development service.

The registered person will:

- act in a professional manner at all times;
- provide input to the development of public policy as it affects career development practice, where appropriate;
- use the privilege of CICA Registration with discretion in all their dealings;
- foster professionalism and an awareness of the aims of the Career Industry Council of Australia within the community at all times.

**Responsibility** - In employment and in private practice, registered persons are personally responsible for the professional decisions they make.

They will acknowledge the boundaries of their professional expertise and make every effort to ensure that their services are delivered appropriately.

Registered persons will work to maintain the highest standard of their profession.

**Respect** - Registered persons will:

- respect the dignity and personal rights of the client;
- respect the clients' right of self-determination;
- respect any ethical or cultural dimensions relevant to the client;
- treat the clients honestly and with respect, empathy and integrity at all times;
- not be party to any discrimination involving the client;
- not abuse any power differential inherent in the career process.

**Autonomy** - Registered persons will respect the client's right to make decisions that affect their lives, to choose whether or not to agree to procedures used with them, or on their behalf, and to maintain their privacy.

**Competence** - Registered persons shall accurately represent their competence, qualifications, training or experience.

**Propriety** - The positive growth and development of the recipient of the career process shall take precedence over the registered persons own interests and the interests of registered persons employer or referring client or colleagues.

However, the acceptance of employment in an organisation implies that the registered person is in agreement with that organisation's general policies and principles.

**Neutrality** - Registered persons ensure they act as neutral providers of accurate and up-to-date career information.

**Confidentiality** - Registered persons must respect the confidential nature of any sensitive information entrusted to them.

Information gathered in the course of working with a client during the career process must be maintained in a secure place and only revealed to others with the expressed permission of the person concerned, or that person's legal representative.

When appropriate, such as when a client has been referred by a third party, career practitioners must inform their clients at the beginning of their first meeting of any and all legal or other contractual limits of confidentiality that may apply.

**Legal Obligation** - Registered persons will observe all statutory and legal obligations and inform all interested persons of their implications.

Do I have to undertake Continuing Professional Development as a requirement of my registration?

Yes. Continuing Professional Development is mandatory for all persons registered by the Career Industry Council of Australia.

### ***The Key Principles of Continuing Professional Development***

- Professional development is a continuous process that applies throughout the working life of professionals.
- Individuals are responsible for planning, managing and recording their own development.
- Individuals decide for themselves their learning needs and how to fulfil them.
- Learning goals should be clearly articulated and well planned.
- CPD comprises a balanced mix of activities that include work based activities, courses, seminars and conferences, and self-directed informal learning.
- All CPD should be planned and recorded.

### ***Minimum Continuing Professional Development Hours***

The minimum continuing professional development hours for each category per year are as follows:

- Affiliate 15 hours
- Professional 25 hours
- Certified Leading Professional 30 hours

### **Recording and Requirements**

Persons registered by the Career Industry Council of Australia at all category levels must demonstrate, if requested, their commitment to professional development through written evidence of their CPD activities.

CICA will provide you with a template to record your Continuing Professional Development upon registration.

### **Is there a registration fee?**

The Professional Fees for Registration are shown below:

- Affiliate Registration: \$175 per annum plus GST.
- Professional Registration: \$195 per annum plus GST.
- Certified Leading Professional Registration: \$225 per annum plus GST.

For Affiliate and Professional Registrations, there is a once-only Administration Fee of \$85 plus GST.

The annual registration period is from April 1 of each year through to and including March 31 of the following year.

### **How do I register?**

You can register online. Please [click here to get started](#)

### **Can I use the CICA logo on my website and/or other products and resources?**

Those persons registered as Certified Leading Professional or Professional are permitted to use the specific registration logo that is contained in their registration kit.

Those persons registered as an Affiliate and not provided with a CICA registration logo for use.

The use of the corporate CICA is not permitted for use by an individual or organisation regardless of registration and is a breach of Intellectual Property rights.

### **What happens if my registration is not approved?**

The Career Industry Council may determine that your application for registration is not approved because you do not meet the specific criteria set down for the category of registration that you are making application for.

If you wish to appeal the decision, you will have 14 days to do so from receiving the decision.

You must complete the Registration Appeal form and set out all the information you wish the Council to consider.

You will be informed of the date in which your appeal will be considered and the appeal will be heard by the Registration Appeals Committee.

All decisions made by the Registration Appeals Committee will be final and no further correspondence will be entered into

### **How often do I need to renew my registration?**

You must renew your registration annually. The annual registration period is from April 1 through March 31 of the following year. Prior to March 31 you will receive a reminder to renew your registration.

### How do I renew my registration?

In order to retain your registration you must complete a declaration form and pay a renewal fee to CICA.

### How do I know when my registration is due for renewal?

Your registration renewal date is printed on your certificate of registration. This date will be the same in each year.

You will receive a reminder by email one month in advance of the renewal date, so it is important you keep your email details up to date with us.

### What happens if I don't pay my renewal?

If you fail to pay the annual renewal fee, the Career Industry Council may remove your name from the register.

### What is the annual renewal process?

You must complete the annual renewal declaration and pay the required fee.

### Will my name appear on the Register that is accessible on the CICA website?

Your name and the state or territory in which you reside will appear on the public register allowing the public to see who has been registered by CICA.

## RP - Registered Practitioners

Search by first name:  AND surname:

OR by CICA Registration #:

| Individual  | State | Registration Number | Registration Type | Registered Since |
|---|-------|---------------------|-------------------|------------------|
| To begin, please enter either a name or CICA Registration Number above. |       |                     |                   |                  |



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