

LEGAL & ETHICS OF CAREER COACHING PRACTICES COURSE OUTLINE

COURSE CONCEPT	<p>As a Career Development Practitioner, you are required to apply legal and ethical frameworks to your practice to behave professionally and ethically. Your practice is governed by legislation and professional standards.</p> <p>This course provides the knowledge, skills and practices of the legal and ethical standards that must be adhered to when working in the careers industry. As a Career Development Practitioner, you are bound by legislation and the industry peak bodies' professional standards and Codes of Ethics. You will need to uphold your rights and responsibilities and that of the client to provide high-quality services.</p>
AUDIENCE	<p>For individuals seeking <i>international</i> course accreditation in career development practice to work in a global environment with organisations and clients, develop and update their knowledge and skills in career development, or fill a skills gap in their practice.</p> <p>The course is suitable in various contexts and roles, including schools, education, training, in the workplace in human resources or psychology, and/or experience working in employment, recruitment, outplacement, youth work, apprenticeship, disability and rehabilitation, case management, or management.</p>
AIMS	<ul style="list-style-type: none"> • Develop and update your knowledge and skills on the legal and ethical requirements in career development. • Apply a professional Code of Conduct, fulfil your Duty of Care Responsibilities, work within a Scope of Practice and professional boundaries within your role as a Career Counsellor/Coach.
COURSE CONTENT	<ul style="list-style-type: none"> • Regulation of the Career Industry • What are Professional Standards? • Code of Ethics • Aspirational Ethics vs. Mandatory Ethics • Code of Ethics vs. Code of Conduct • Scope of Practice • Fulfil Duty of Care Responsibilities During Your Professional Practice • Duty of Care - Mandatory Reporting • Maintain Confidentiality • Professional Versus Personal Boundaries • The Significance of Values and Attitudes in Counselling/Coaching • Ethical Bracketing • Legal Responsibilities of Your Work Role • Job Description • Your Workplace Rights and Responsibilities • Follow Policies, Protocols, and Procedures

	<ul style="list-style-type: none"> • Responsibility of the Career Counsellor • Writing Case Notes • Storing Case Notes • Practice Policies • Rights of the Client • Responsibilities of the Client • Federal and State/Territory Laws • Ethical Decision Making • Creative Problem Solving
<p>LEARNING OUTCOMES</p>	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Understand the regulation of the Career Industry and apply legal and ethical behaviour to their practice • Define Professional Standards, Code of Ethics and Scope of Practice and apply to your practice • Discriminate and apply Aspirational Ethics and Mandatory Ethics • Discriminate and apply Code of Ethics and Code of Conduct, and apply to your practice • Fulfil your Duty of Care responsibilities, confidentiality and professional boundaries when working with clients • Identify your values and attitudes that you bring to the counselling/coaching relationship • Possess self-awareness to undertake ethical bracketing to put aside/suspend your values when working with clients • Fulfil your job description, legal responsibilities of your work role and follow policies, protocols, and procedures • Write Case Notes when working with clients, and store these securely to maintain confidentiality • Understand the Rights and Responsibilities of the Client and apply these with clients • Undertake ethical decision making and problem-solving in your work
<p>LEARNING ACTIVITIES</p>	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Application of course theory to your workplace and situation • Experiential learning activities • Individual exercises • Research activities • Insightful questions for deep reflections • Case studies with questions and answers • Writing mock file notes, obtaining feedback, and redrafting • Reflective practices on course content and activities • Writing an Action Plan to achieve your career goals

<p>LEARNING METHODOLOGY</p>	<p>Online learning enables you to study at your own pace and schedule your learning at a time that suits you.</p> <p>Career Coaching and Training will facilitate a webinar on each course to apply the knowledge and skills and answer your questions to support your learning.</p> <p>The webinar will run for 1 hour and is an integral component of the course.</p> <p>You are required to demonstrate evidence of your competency in delivering career development services in <i>each</i> course that you enrol by completing all the course learning activities, documentation, and checklists.</p> <p>The course encourages collaborative discussions among peers. Participants are welcome to provide answers to questions, share their learning, experiences, resources such as references, blog articles, video clips, affirmations, and other tips to make learning and development a meaningful experience.</p>
<p>DURATION</p>	<p>Self-paced learning, approximately 4 hours</p>
<p>CERTIFICATE</p>	<p>Upon successfully finishing the <i>complete</i> program, students will receive a <u>Certificate of Professional Development</u> accredited by Associated Career Professionals International.</p> <p>Students can also receive a <u>Certificate of Professional Development</u> for <i>each</i> course they complete accredited by Associated Career Professionals International.</p>
<p>PROFESSIONAL STANDARDS FOR TEACHERS</p>	<p>6.2 Engage in professional learning and improve practice</p>
<p>CONTINUING PROFESSIONAL DEVELOPMENT POINTS</p>	<p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) by CDAA members towards Career Development Association of Australia (CDAA) requirements.</p> <p>Non-CDAA members, please check with your professional association regarding their CPD policy.</p> <p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) by CDAA members towards Career Development Association of Australia (CDAA) requirements.</p> <p>Non-CDAA members, please check with your professional association regarding their CPD policy.</p> <p>To claim your CPD points, present your certificate of course completion to CDAA or the professional association where you are a member.</p>
<p>ADDITIONAL PROFESSIONAL DEVELOPMENT</p>	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p>

	Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.
FURTHER INFORMATION	careercoaching.training hello@careercoaching.training

