Career Development Practitioner Certification Self-Assessment Tool

The Nova Scotia Career Development Association (NSCDA) is the not-for-profit professional organization that provides the Career Development Practitioner Certification (CDPC) Program and the certification process for Career Development Practitioners (CDPs) in Nova Scotia.

The CDPC verifies that a career development practitioner is competent when measured against the standards of the *Nova Scotia Career Development Practitioners Core Competency* Profile (the *NS Profile*).

The *NS Profile* is available on the NSCDA website at:
https://nscda.ca/wp-content/uploads/2019/12/NS_Core_Competency_April_29_2016.pdf

Based on the Canadian Standards & Guidelines for Career Practitioners*,* the *NS Profile* describes the knowledge, abilities and skills that are expected of proficient and experienced career development practitioners in Nova Scotia. The certification process is a competency-based, Recognition of Prior Learning (RPL) model.

The purpose of this self-assessment is to enable you to assess your knowledge, skills, and attitudes (abilities) against the CDPC qualification requirements. It is designed to help you in your decision-making regarding the CDPC RPL Program.
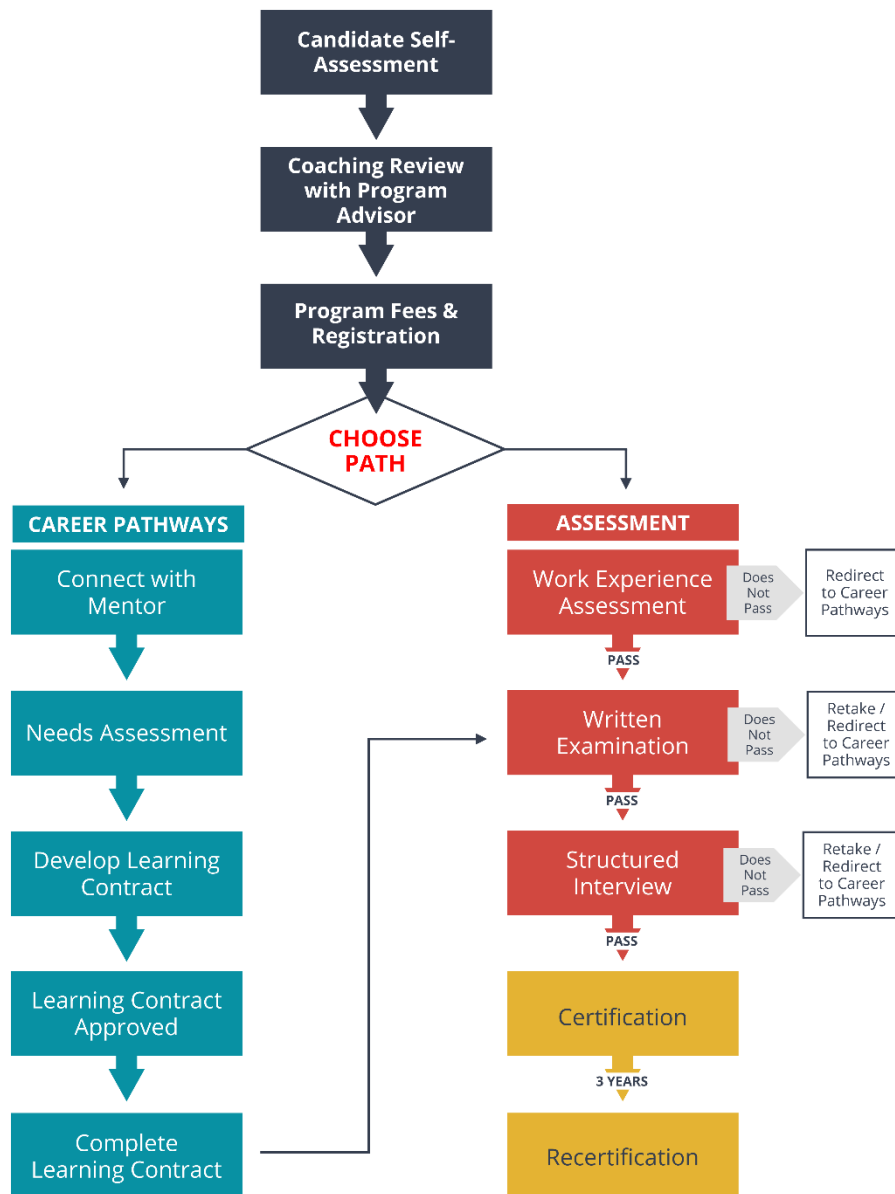
This Self-Assessment Tool will:

- Provide you with an understanding of the CDPC RPL Program and the certification process.

- Assist you in conducting a self-assessment of your knowledge, skills, and attitudes (abilities) as they map to the *NS Profile*.

- Assist you in identifying and recording the examples of your relevant work experiences that demonstrate your competencies as identified in the *NS Profile*.

This Self-Assessment Tool is entirely for your use. Completing the Self-Assessment Tool will help you to review your work experiences, but it is not part of the Work Experience Assessment (WEA) Application that you will submit to the NSCDA Office of the Registrar if you choose to apply for RPL Assessment.

To further support and assist you in your decision-making, you are encouraged to discuss your Self-Assessment results with a CDP Program Advisor at NSCDA. The Advisor can provide more information about the RPL Program, discuss what the Office of the Registrar is looking for and identify your options for Program participation.

CERTIFICATION PROCESS

nscda
NOVA SCOTIA
Career Development Association

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Candidate Self-
Assessment
        |
        v
Coaching Review
with Program
Advisor
        |
        v
Program Fees &
Registration
        |
        v
   CHOOSE
    PATH
```

CAREER PATHWAYS

Connect with Mentor
|
v
Needs Assessment
|
v
Develop Learning Contract
|
v
Learning Contract Approved
|
v
Complete Learning Contract

ASSESSMENT

Work Experience Assessment — Does Not Pass → Redirect to Career Pathways
| PASS
v
Written Examination — Does Not Pass → Retake / Redirect to Career Pathways
| PASS
v
Structured Interview — Does Not Pass → Retake / Redirect to Career Pathways
| PASS
v
Certification
| 3 YEARS
v
Recertification

Self-Assessment of Competencies

These self-assessment worksheets have been designed to assist you in preparing to apply for the CDPC RPL Program.

The column under **CDP Competencies** lists all the competencies and skill statements included in the *NS Profile*. The *NS Profile* contains six major categories:

1. Ethics
2. Diversity and Inclusion
3. Administration
4. Interpersonal and Foundational Skills
5. Career Development Services, and
6. Professional Development/Career Self-Management

Each of these categories contains the skill statements that describe what a competent CDP must know and what they must be able to do. Each skill statement has a relative *level of importance*, *degree of difficulty or complexity*, *amount of time to become proficient*, *criticality or risk* and *frequency*.

Please refer to the NS Profile to ensure that you have an understanding of each competency as you complete the self-assessment form.

In the **Self-assessment** column, record your assessment of your own skills for each of the competency categories and skill statements by selecting one of the three boxes:

- I do this frequently and do it well.

- I do this occasionally and could improve.

- I rarely / never do this and need to learn.

Select the box that you believe best describes your knowledge, skills, and attitudes (abilities) for each listed competency. When completing your self-assessment, be honest in your appraisal. Consider if and how you have performed each skill within your work roles. Your responses may indicate that you need more knowledge or skill practice for particular competencies. The RPL Program Advisor at NSCDA can help you identify your best option for RPL program participation.

In the **Work Activities and Responsibilities** column, record examples of your work activities and responsibilities that illustrate your self-assessment for each competency. Focus on your work experiences **during the last 5 years.** These examples will be valuable is you choose to complete and submit your WEA Application to the Office of the Registrar for assessment. Think also of whom you would identify to attest to your competency, as the Office of the Registrar will ask you to provide references and their contact information as part of the WEA.

CDP Competencies:	Self-assessment:	Work Activities or Responsibilities:
1. ETHICS		
1.1 Follow Code of Ethics	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
1.2 Follow Ethical Decision-Making Model	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
2. DIVERSITY AND INCLUSION		
2.1 Carry Out Inclusionary Practices	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	

2.2 Create and Maintain an Inclusive and Welcoming Work Environment	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	

3. ADMINISTRATION

3.1 Maintain Client Records	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
3.2 Use Time Management Techniques	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
3.3 Collect, Analyze and Use Information or Basic Research Techniques	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	

3.4 Develop Information Materials	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
3.5 Access and Use Information and Communications Technology	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
4. INTERPERSONAL AND FOUNDATIONAL SKILLS		
4.1 Establish and Maintain a Working Alliance	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
4.2 Work with Knowledge of Career Development Theories	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	

4.3 Use Listening Skills	☐ I do this frequently and do it well.	
	☐ I do this occasionally and could improve.	
	☐ I rarely / never do this and need to learn.	
4.4 Use Speaking Skills	☐ I do this frequently and do it well.	
	☐ I do this occasionally and could improve.	
	☐ I rarely / never do this and need to learn.	
4.5 Use Writing Skills	☐ I do this frequently and do it well.	
	☐ I do this occasionally and could improve.	
	☐ I rarely / never do this and need to learn.	
5. CAREER DEVELOPMENT SERVICES		
5.1 Conduct Needs Assessment	☐ I do this frequently and do it well.	
	☐ I do this occasionally and could improve.	
	☐ I rarely / never do this and need to learn.	

5.2 Determine Intervention	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
5.3 Implement Intervention	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
5.4 Monitor & Evaluate Programs and Interventions	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
5.5 Follow Up and Provide Ongoing Support or Client Services	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	

6. PROFESSIONAL DEVELOPMENT AND CAREER SELF- MANAGEMENT

6.1 Demonstrate Commitment to Ongoing Professional Development	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
6.2 Develop Productive Working Relationships with Colleagues	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
6.3 Develop Productive Working Relationships with Stakeholders and Other Service Organizations	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
6.4 Respond to Disruptive or Threatening Behaviours	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	

6.5 Be Familiar with Labour Market Information	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	
6.6 Apply Labour Market Information	☐ I do this frequently and do it well. ☐ I do this occasionally and could improve. ☐ I rarely / never do this and need to learn.	