

Preamble

The Career Development Association of New Zealand was formed with the aim of promoting professional standards of career practice. The Code of Ethics & Professional Conduct expresses ethical principles of importance and lays down guidelines for professional conduct in order to safeguard:

- the consumers of career services and
- the integrity of the profession

The following code will guide members in the performance of their services.

Clients

In this Code the term 'client' refers to the recipient of the career process. The term 'referring client' refers to the agency or organisation that has referred the client, who may be paying for the service and to whom the career practitioner may have reporting responsibilities regarding the process. Both these categories comprise the consumers of career services.

Membership

The member will conduct himself/herself in a professional manner at all times.

The member will help other members, and related professionals, where practicable.

The member will provide input to the development of public policy as it affects career practice, where appropriate.

The member will use the privilege of Association membership with discretion in all their dealings.

The member will foster professionalism and an awareness of the aims of the Association within the community at all times.

Responsibility

In employment and in private practice, career practitioners 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 used appropriately. In whatever area of endeavour, career practitioners will work to maintain the highest standard of their profession.

Respect

In working with clients, and in all related dealings with referring clients and others, career practitioners will:

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

Autonomy

Career practitioners will respect the client's right to make decisions that affect their own lives, to choose whether or not to agree to procedures used with them, or on their behalf, and to maintain their own privacy.

Competence

Career practitioners shall not misrepresent their competence, qualifications, training or experience and shall not undertake work or give advice beyond their professional competence.

Propriety

The positive growth and development of the recipient of the career process shall take precedence over the career practitioner's own interests and the interests of the career practitioner's employer or referring client or colleagues. However, the acceptance of employment in an organisation implies that the career practitioner is in agreement with that organisation's general policies and principles.

Neutrality

Career practitioners will ensure they act as neutral providers of accurate and up-to-date career education and training information.

Harm

Career practitioners shall avoid any practice, method, tool or technique which could be likely to cause harm to their clients

Confidentiality

Career practitioners 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

Career practitioners will observe all statutory and legal obligations and inform all interested persons of their implications. If in doubt, the member will consult with relevant legal authorities.