



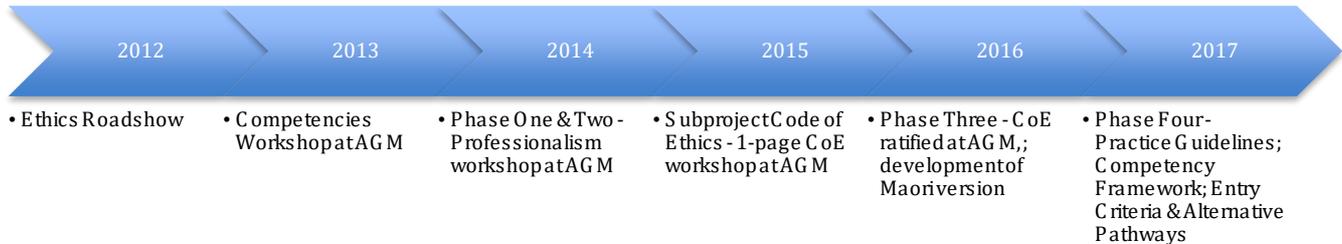
# Professionalism Project Briefing Paper 4: Professional Standards - Elements



*This paper is the fourth in a series of briefing papers distributed by CDANZ to all members and other interested parties. The purpose is to inform and update career practitioners on the project.*

*This briefing paper outlines the progress of the project, and the main points presented at the Oct AGM.*

## Timeline



## Current Professionalism Executive Team

Val O'Reilly, Julie Thomas, Caroline Sandford

## Recap

At the 2013 CDANZ AGM, a majority vote against the alternative pathways remit, followed by a robust discussion by members supporting the need for a thorough framework to assess whether an individual meets the required competencies for professional membership, resulted in strong support for establishment of the Professionalism Project.

## Professional Standards – Elements

Members are reminded that in addition to competencies, Professional Standards include a number of essential elements, which are all being addressed by the project: They are:

1. Code of Ethics
2. Practice Guidelines
3. Competency Framework
4. Entry Criteria and Alternative Pathways

## Code of Ethics

The 1-page **Code of Ethics** was presented and ratified by members at the 2016 AGM. This is available on the [website](#). At the time of the AGM the Te Reo Maori translation was being finalised and will be available in due course.

## PHASE FOUR

### Practice Guidelines

A model of the Practice Guidelines was presented to members at the AGM. This consisted of a series of information sheets that will enhance the quality of practice of members. They are to be read alongside the Code of Ethics and Competency Framework. It is proposed that they will be authored by a group of subject matter experts with appropriate review dates to maintain currency.

Each info sheet will focus on a key aspect of practice covering:

- Definitions/descriptions – for shared understanding and use of terminology
- What we know – links to relevant thinking (NZ and international) e.g., CDANZ e-zine, articles.
- Common issues for CDANZ practitioners – a selection from across the three major membership groups of CDANZ (Education, Vocational Rehabilitation, Organisational/Private Practice)

- Practice Reflections – prompts for self-reflection and discussion with colleagues

The following topics have been proposed for development:

- Digital Technology
- Culture & Diversity
- Third Party Work
- Promotion & Advocacy
- Professional Supervision & Mentoring

***Volunteers are sought to contribute to these guidelines. With a small team of 3-4 working on each topic the time commitment will be approximately 12 hours pp over a 3 month period. Please contact [info@cdanz.org.nz](mailto:info@cdanz.org.nz) with your interest.***

### **Ethical Decision Making**

The following extracts are taken from the Ethics Workshops 2012 Report to CDANZ National Executive (Sue Mortlock); Section 3. Ethical decision making:

- Many participants reflected in their evaluation that making ethical decisions was 'hard work. Participants recognised that often there are competing ethics, and therefore making the decision can be problematic.
- Many found that the steps for ethical decision making, which they worked through in the workshops, were helpful and enabled them to think reflectively and systematically about why they may have arrived at a certain ethical decision. Several wrote that they would find it helpful to have such steps included in the Code of Ethics.

As a consequence, Making an Ethical Decision Guide has been developed and was presented at the AGM. This consists of 5 steps each with 3-4 prompt questions.

***Feedback is sought as to the effectiveness of this process. This could either be brief feedback or an offer to work as part of a small team to finalise the guide i.e., up to 5 hours pp over a 2 month period. Please contact [info@cdanz.org.nz](mailto:info@cdanz.org.nz) with your comments or interest***

### **Competency Framework**

The beginnings of a comprehensive framework were presented at the AGM. This encompasses the comprehensive work on competencies carried out by CDANZ members in the past, analysis of international models, and assessment of other professions. The Professional Standards developed by CICA – Career Industry Council of Australia has been agreed on as a sound model for CDANZ to commence with as a basis to develop our competency framework.

Development of these competencies will be a main focus of the project team for 2017. Once developed, the next element of Professional Standards - Entry Criteria and Alternative Pathways - will be addressed.