



Career Development Ethics

Course Outline

Introduction

This course provides an introduction overview of new National Code of Ethics for Career Development Professionals/Practitioners, including ethical decision-making models.

Goal of Training

The goal of the pre-training, in-class/on-line and post-training sections of the course is to equip career development practitioners with a solid foundation of ethical conduct and familiarity and confidence to navigate the new national *Code of Ethics for Career Development Professionals* as it relates to the *National Competency Profile of Career Development Professionals* and links directly to the *New CDP National Competency Framework*. Participants will learn to apply ethical decision-making models to any ethical dilemmas they may face in their work environment regardless of what services they provide. The code covers the following areas:

- Professional Responsibility
- Client-Practitioner Responsibilities
- Diversity
- Research and Professional Development
- Assessment and Evaluation
- Electronic and other Technologies
- Outreach and Leadership

Competencies Covered by the Training

This course will meet the following competencies from the *National Competency Profile of Career Development Professionals* and the *new CDP National Competency Framework*

Competencies

Professional Practice

2. Ethics and Regulations

Guide practice using ethical decision-making practice

- 2.1 Comply with legislation and regulations.
- 2.2 Follow Ethical Decision-making process

Learning Outcomes

At the end of the course and assessments participants will:

- Know and understand the *Code of Ethics for Career Development Professionals* as it relates to the *National Competency Profile of Career Development Professionals* and the *New CDP National Competency Framework*

- Apply an ethical decision-making model/strategy to ethical dilemmas, including advocating on behalf of self and/or a client, and the making of referrals.
 - i. Identify the role of ethics and legal requirements in professional practice.
 - ii. Identify major moral principles guiding a code of ethics.
 - iii. Distinguish between ethics and legality.
 - iv. Identify boundary relationships (over-involvement, under-involvement, professionalism etc.) in working with clients, staff, and other career development organizations.

Methodology

The course involves **2 hours of pre-reading** and **2 hours of listening/watching pre-recorded lecturettes online** to enable participants to fully participate in the training workshop. **In-class training** will be online in a **synchronous** manner with all participants on camera participating in large and small group discussions. Total hours for pre-course and synchronous in class learning will be a minimum of 10 hours. **Participants need to complete the pre-course work before the synchronous classes to be successful. The content of the pre-course work will not be taught during the synchronous classes; it will only be open for questions and application.**

Evaluation

There will be two marked assessments of participants' knowledge of the pre-reading and in-class training. Participants must attend the full 7 hours of in class/synchronous training, failure to do so will result in failure of the course.

T/F, short answer quiz	In synchronous online class	35%
Case Study (open book)	In synchronous online class	65%
Total		100%
Passing grade		70%

Synchronous online Class Training Schedule

Morning

Welcome, Introductions, Housekeeping

Introductions

Take up Questions from pre-reading and listening to lecturettes.

Review of the Code of Ethics and moral/ethical principles in small group and large group

Discussion of boundaries in relation to ethics

Quiz

Afternoon

Ethical Decision-Making Models review and discussion in large group

Review of example case scenario and documentation

Small group work on different ethical scenarios applying ethical decision-making model

Take up in Large Group

Open Book Exam