

**Canadian Standards and Guidelines
Self-Assessment**

Cluster	Areas	Functions	Competencies	Personal Level of Competency					Required in Most Recent Position					
				1	2	3	4	5	1	2	3	4	5	
Core	C1. Professional Behaviour	C1.1 Adhere to the Code of Ethics and the Ethical Decision-Making Model	C1.1.1 Follow the code of ethics and apply the ethical decision-making model											
		C1.2 Demonstrate Professional Attributes	C1.2.1 Demonstrate professional attributes											
		C1.3 Demonstrate a Commitment to Professional Development	C1.3.1 Develop relationships with other professionals C1.3.2 Demonstrate a commitment to lifelong learning C1.3.3 Keep up to date with technology											
		C1.4 Use Analytical Skills	C1.4.1 Apply a solution-focused framework C1.4.2 Collect, analyze and use information											
		C1.5 Manage Work	C1.5.1 Use planning and time management skills C1.5.2 Follow case and project management procedures C1.5.3 Document client's interactions and progress C1.5.4 Evaluate the service provided to clients											

Grading Scale for Personal Competency

1	2	3	4	5
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Grading Scale for Most Recent Position

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	C2. Interpersonal Competence	C2.1 Respect Diversity	C2.1.1 Recognize diversity C2.1.2 Respect diversity											
		C2.2 Communicate Effectively	C2.2.1 Work with climate and context to enhance communication C2.2.2 Use a framework for verbal communication C2.2.3 Use a framework for written communication C2.2.4 Use effective listening skills C2.2.5 Clarify and provide feedback C2.2.6 Establish and maintain collaborative work relationships											
		C2.3 Develop Productive Interactions with Clients	C2.3.1 Foster client self- reliance and self- management C2.3.2 Deal with reluctant clients											

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	C3. Career Development Knowledge	C3.1 Possess Career Development Knowledge	C3.1.1 Describe how human development models relate to career development C3.1.2 Describe major career development theories C3.1.3 Describe how change and transition affect clients moving through the career process C3.1.4 Describe how life roles and values impact career development C3.1.5 Identify how life roles impact career development C3.1.6 Identify the major organizations resources and community-based services for career development C3.1.7 Explain components of labour market information C3.1.8 Keep current about the labour market											

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	C4. Needs Assessment and Referral	C4.1 Refer Clients to the Appropriate Sources	C4.1.1 Respond to clients' needs C4.1.2 Develop and maintain a referral network C4.1.3 Make appropriate referrals																	

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Areas of Specialization	S1. Assessment	S1.1 Guide Client Assessment	S1.1.1 Describe assessment instruments and methods S1.1.2 Identify standardized career assessment instruments and informal assessment methods appropriate for your client group S1.1.3 Explore appropriate instruments and procedures with clients S1.1.4 Use standardized career assessment instruments S1.1.5 Review and evaluate results with clients												

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	S2. Facilitated Individual and Group Learning	S2.1 Possess Knowledge About How to Facilitate Learning	S2.1.1 Describe commonly accepted principles of learning S2.1.2 Define techniques commonly used to facilitate learning											
		S2.2 Facilitate Learning	S2.2.1 Prepare for program delivery S2.2.2 Determine clients' existing competencies S2.2.3 Deliver programs S2.2.4 Evaluate program											

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	S3. Career Counselling	S3.1 Possess Knowledge in Career Counselling	S3.1.1 Explain major theories and models pertaining to counselling S3.1.2 Explain major theories and models pertaining to career development S3.1.3 Explain major models pertaining to change and transition S3.1.4 Describe barriers to career development S3.1.5 Describe computerized career planning systems and information resources S3.1.6 Describe types of educational/training opportunities and resources S3.1.7 Work with labour market information											

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	S3. Career Counselling (cont'd)	S3.2 Demonstrate Method of Practice in Interactions with Clients	S3.2.1 Develop a method of practice that builds on established or recognized ideas S3.2.2 Establish and maintain a collaborative relationship with clients S3.2.3 Explore issues S3.2.4 Develop and implement a process for achieving clients' goals that is consistent with own method of practice S3.2.5 Monitor progress											

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	S4. Information and Resource Management	S4.1 Develop and Maintain an Information and Resource Base	S4.1.1 Describe the role of information and resource management in career development S4.1.2 Describe classification systems S4.1.3 Determine the information needs of clients and community S4.1.4 Establish and maintain an information and resource base											
		S4.2 Provide Clients with Access to Information	S4.2.1 Provide clients with access to information											

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	S5. Work Development	S5.1 Develop Work Opportunities for Clients	S5.1.1 Liaise with clients, employers and professionals S5.1.2 Facilitate work and work-related opportunities S5.1.3 Prepare clients to respond to the labour market S5.1.4 Support clients with work maintenance												

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	S6. Community Capacity Building	S6.1 Promote Community Partnership and Participation to Increase Self- sufficiency and Enhance Productivity	<p>S6.1.1 Initiate and maintain effective relationships with key community partners</p> <p>S6.1.2 Work with the community to develop a community vision</p> <p>S6.1.3 Work with the community to assess current community capacity</p> <p>S6.1.4 Conduct an analysis of sectors based on human resources</p> <p>S6.1.5 Conduct an analysis of sectors based on physical resources</p> <p>S6.1.6 Work with the community to determine the gaps between visions, goals and capacity</p> <p>S6.1.7 Work with the community to develop action plans to address economic, social, educational and employment goals</p>											

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	S6. Community Capacity Building (cont'd)	S6.1 Promote Community Partnership and Participation to Increase Self- sufficiency and Enhance Productivity (cont'd)	S6.1.8 Help the community and individuals identify employment and lifestyle alternatives S6.1.9 Work with the community to implement action plans S6.1.10 Work with the community to evaluate action plans											

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Common Skills and Knowledge	CSK1 Work Search Strategies	CSK1.1 Guide Clients in Work Search Strategies	CSK1.1.1 Guide clients to identify own skills, strengths, personal characteristics, values and interests										
			CSK1.1.2 Guide clients to complete application forms										
			CSK1.1.3 Guide clients in writing cover letters										
			CSK1.1.4 Guide clients in preparing résumés										
			CSK1.1.5 Guide clients in using portfolios										
			CSK1.1.6 Guide clients to develop self-marketing plans										
			CSK1.1.7 Guide clients in conducting cold calls										
			CSK1.1.8 Guide clients with their personal presentations										
			CSK1.1.9 Guide clients in networking										
			CSK1.1.10 Guide clients in using references										
			CSK1.1.11 Guide clients in effective interview skills										

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	CSK2 Group Facilitation	CSK2.1 Facilitate Groups	CSK2.1.1 Describe the principles of group facilitation CSK2.1.2 Facilitate groups																	

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