

SWDA Career Development Framework

Each credential is independent of one another

	Certified Career Advisor (CCA)	Certified Career Practitioner (CCP)	Certified Career Practitioner Supervisor (CCPS)
Awarded By	SWDA	SWDA	SWDA
Description	A CCA is able to provide basic education and career advisory (including details on government initiatives) to clients using simple profiling tools in a one-to-one or group setting.	A CCP is able to apply career development and basic counselling theories and tools to help clients make education, career and training choices through effective one-to-one and group facilitation.	A CCPS is able to supervise and guide career practitioners to provide and implement effective interventions for clients on a one-to-one or group basis.
Competencies	1. Interpret career development evolution and services that effectively support individuals 2. Apply code of ethics to make ethical decision in career development 3. Interpret career resource and labour market information to achieve career outcome 4. Apply basic counselling theories to support individuals in navigating their career (for CFP only) 5. Demonstrate helping skills to strengthen working alliance 6. Apply career development theories to support meaningful career choices 7. Utilise appropriate psychometric assessment for informed career decision-making 8. Utilise career planning to achieve career goals 9. Employ appropriate interventions to achieve career goals 10. Implement career facilitation in group setting (for CFP only) 11. Employ technology to deliver career facilitation according to standard guidelines 12. Adapt services to effectively support the evolving needs of the diverse workforce		1. Interpret career supervision roles and impact to effectively supervise career development practitioners 2. Apply code of ethics to make ethical decisions in career development supervision 3. Employ supervision models and skills to effectively supervise career development practitioners 4. Apply foundations of supervision evaluation to systematically assess career supervision effectiveness

Requirements for Credentialing				
Initial Training	Career Advisory Programme (CAP) by SWDA	Career Facilitation Programme (CFP) by SWDA	Career Supervision Programme (CSP) by SWDA	
Practice hours and clients In last 3 years	Initial application: • 400 hours (contact + non-contact) and • Min 100 clients (group + individual) Renewal: • 100 hours (contact + non-contact) and • Min 25 clients (group + individual)	Initial application: • 1,400 hours (contact + non-contact) and • Min 100 clients (group + individual) Renewal: • 300 hours (contact + non-contact) and • Min 50 clients (group + individual)	Initial application: • 1,900 hours (contact + non-contact) and • Min 140 clients (group + individual) • Min 20 supervisees Renewal: • 300 hours (contact + non-contact) and • Min 50 clients (group + individual) • Min 20 supervisees	Initial application for applicants with CCP credential: • 500 hours (contact + non-contact) and • Min 40 clients (group + individual) • Min 20 supervisees
Continuing professional development in last 3 years	Renewal: • 50 hours • Commensurate with certification, e.g. career guidance for educators and allied educators	Renewal: • 75 hours • Commensurate with certification, e.g. social intelligence, Workplace Big5 certification	Renewal: • 75 hours • Commensurate with certification, e.g. supervisory/mentoring skills, people management skills, managing conflict	

SWDA Career Development Framework

WHAT ARE CONTACT VS NON-CONTACT HOURS?

Type	Details
Contact with clients	Physical face-to-face, or virtual (telephone, video conferencing, IM, email) interaction between the applicant and their clients, including group facilitation. The focus of the interaction is the imparting of the 13 Career Management Skills (CMS) to their clients: 1. Create career development plan 2. Plan for life stages and roles 3. Match V.I.P.S. to careers 4. Use labour market information 5. Evaluate risks and rewards 6. Explore future work trends 7. Adapt to changing work expectations 8. Assess benefits of career-related activities 9. Cope with workplace environment and culture 10. Apply effective job search techniques 11. Manage workplace discrimination 12. Apply measures to foster resilience 13. Take action for well-being
Contact with career coach for CCPS	Interaction between a supervisor of career practitioners and the career practitioners that he is mentoring. The focus of the interaction will be the sharpening of the 12 CDF competencies for career practitioners: 1. Interpret career development and services 2. Apply ethical principles 3. Interpret career and market information 4. Apply career counselling theories 5. Apply helping skills 6. Apply career development theories 7. Use psychometric assessments for decisions 8. Use career planning for setting goals 9. Use appropriate career interventions 10. Deliver group career facilitation 11. Employ technology for career facilitation 12. Adapt services for diverse workforce
Non-contact	1. Drafting email / escalation cases / related meetings (internal / external) pertaining to career issues 2. Team management / facilitation / work preparation related to the case 3. Administration of career / counselling services such as writing case notes pertaining to case 4. Reading articles to get insights to support development of solutions for clients 5. Discussion with supervisor on best practices to improve clients' career situations 6. Observation of career practitioners assisting clients in 1-1 or group sessions

Hours in the last 3 years	CCA	CCP	CCPS	
Initial Application			*For CCP holders	
Practice hours	400	1,400	1,900	500*
Min contact hours with clients	360	1,120	1,370	250*
Min contact hours with supervisees	-	-	225	225*
Non-contact hours	40	280	305	25*
Renewal				
Practice hours	100	300	300	
Min contact hours with clients	90	240	240	
Min contact hours with supervisees	-	-	30	
Non-contact hours	10	60	30	

WHAT ARE VERIFIABLE VS NON-VERIFIABLE HOURS?

Weightage of verifiable vs non-verifiable continuing professional development hours			
Hours in the last 3 years	CCA	CCP	CCPS
Continuing professional development hours	50	75	
Min verifiable hours	45	67.5	
Non-verifiable hours	5	7.5	

Verifiable Hours

SWDA organised/funded events

• Career-related conferences / seminars / courses / workshops

Other courses

• Participate in career-related conferences / seminars / courses / workshops / meetings

• Train, speak or present at career-related conferences / seminars / courses / workshops / meetings

Non-verifiable Hours

• Write case study articles

• Read e-book/ e-periodical