

# How to complete a Competency Statement and Practice

## Study Guidelines for Full and Professional Member applicants

### Understanding the application process

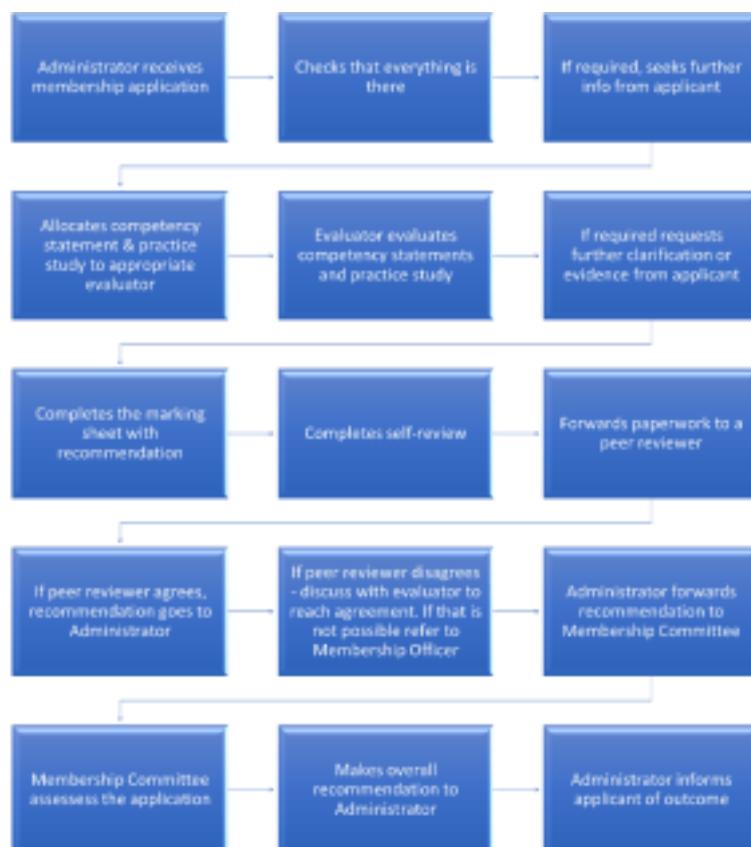
One of the entry requirements for Full and Professional Membership of CDANZ that the applicant provides evidence their competency, in regards to the CDANZ Competency Framework.

The [CDANZ Competency Framework](#) has seven core competencies and several specialist areas. Applicants are required to evidence all seven core competencies. They may also choose to evidence one or more specialist areas but they are not penalised in any way by not including a specialist area. The evaluators are primarily interested in the applicant's core competency.

Core competencies in the Framework describe the skills, knowledge, and attitudes that all career development practitioners require regardless of their employment setting or qualifications.

This flow chart illustrates the application process and how the Competency Statement and Practice Study is assessed as part of each application.

For more information on the membership criteria or to locate the CDANZ Competency Framework please visit [www.cdanz.org.nz](http://www.cdanz.org.nz). If you need any assistance or advice in preparing your application please contact [info@cdanz.org.nz](mailto:info@cdanz.org.nz).



## How to provide evidence of competency

Applicants may provide evidence of their competency in one of three ways:

- Via a written submission using this [form](#)
- Via a video submission addressing all of the questions in this [form](#). See Video Submission Guidelines at the end of the form.
- Via a recorded professional conversation in which a member of the CDANZ Evaluation Team will facilitate a discussion with you via Zoom in which they will ask you to respond to each of the questions in this [form](#). See Recorded Conversation Guidelines at the end of the form.

Regardless of which option chosen, all applicants will need to make time to carefully read the form and consider their response. Previous applicants have indicated that the written form has taken them 4-12 hours to complete. You may wish to complete it in parts, over several days.

## Understanding the Competency Statement and Practice Study Form

All seven competencies are covered in the one form. The [form](#) requires applicants to:

- address Competencies 2, 4, 5, 6, and 7 in Competency Statements describing how the applicant understands and applies each competency in practice.
- address Competencies 1 and 3: *Career Development Theory, and Professional Practice Application* through a Practice Study. A practice study is a written (or oral) account of a real-life situation that illustrates the competency of your current career development practice.
  - It describes what you did in that practice situation.
  - It demonstrates the links you make between theory and practice.
  - It shows your ability to reflect, learn, and share your practice.

Summary of competency evidence:

Core competencies	Evidence of Competency
1. Career Development Theory 2. Professional Practice Management 3. Professional Practice Application 4. Technology, Information and Resources 5. Advanced Communication Skills 6. Te Tiriti o Waitangi 7. Culture and Diversity	1. Practice study 2. Competency statement 3. Practice study 4. Competency statement 5. Competency statement 6. Competency statement 7. Competency statement

## Preparing your evidence

- Carefully consider your responses addressing each *competency element*. The *competency indicators* within the Competency Framework are a guide to what is

expected of career practitioners in each competency element. Note: Your application will be assessed on your meeting the indicators so it is vital that you address these rather than the more generic elements.

2 PROFESSIONAL PRACTICE MANAGEMENT		
Competency	These competencies address the practices required to maintain professional standards in the work of career development practitioners	
Competency element	2.1 Apply CDANZ Code of Ethics	To demonstrate this competency, career development practitioners: » understand, reflect upon, and adhere to the CDANZ Code of Ethics in their practice
Competency indicators	2.2 Demonstrate commitment to professionalism	To demonstrate this competency, career development practitioners: » liaise with relevant bodies to identify best practice relationships and professional networks » demonstrate a commitment to lifelong learning by maintaining currency as a career professional through further education and continuing professional development

- Where you have identified areas of your practice that could be strengthened through further professional development, provide comment on these areas, for example, what steps you are taking to gain this development.
- Write in the first person
- Keep your responses for each competency to the specified word limit
- You may include bullet points
- Maintain confidentiality by protecting clients'/others' identifying details
- Remember the Practice Study is about your journey; it is about what you did as the career development practitioner.
- If completing the written form please write your responses in the white boxes. Do not write in the blue boxes as these are provided for the CDANZ Evaluation Team to use when assessing your submission.

## Golden Rules

Remember, good competency evidence:

- Is clear, concise, and relevant
- Is critically reflective – tasks and processes, and learnings
- Includes implications or benefits for clients/organisation
- Is applied to practice