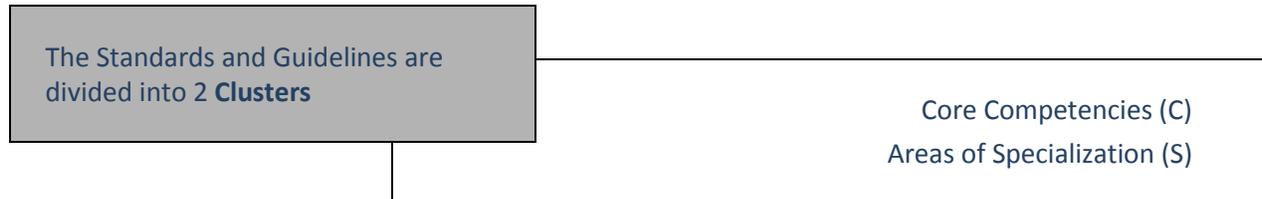


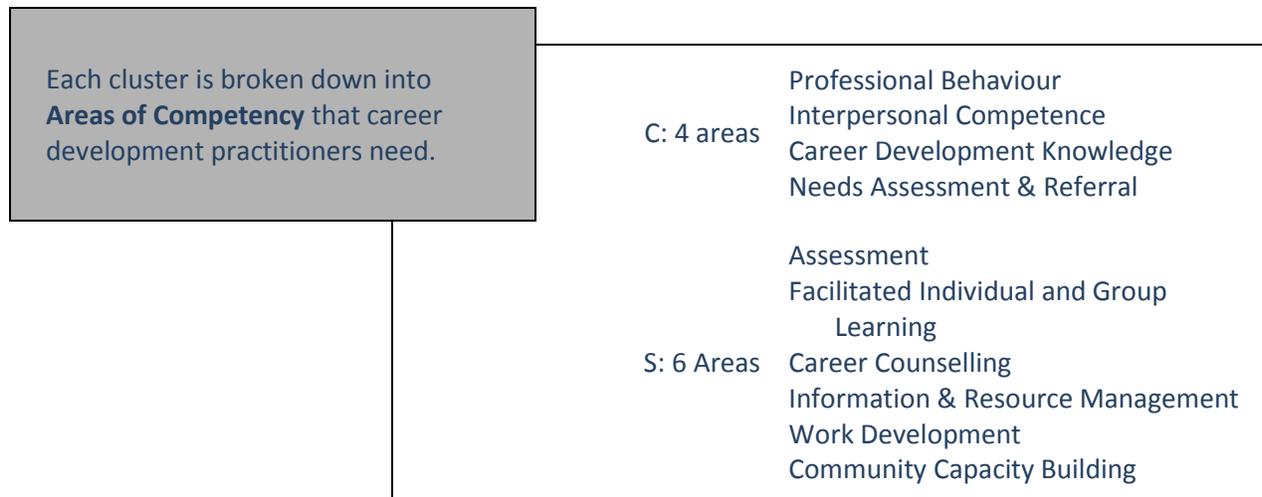
HOW TO READ THE S & GS

The Standards and Guidelines are arranged into 4 levels: Clusters, Areas, Functions and Competencies. The following diagram illustrates how to read the Standards and Guidelines.

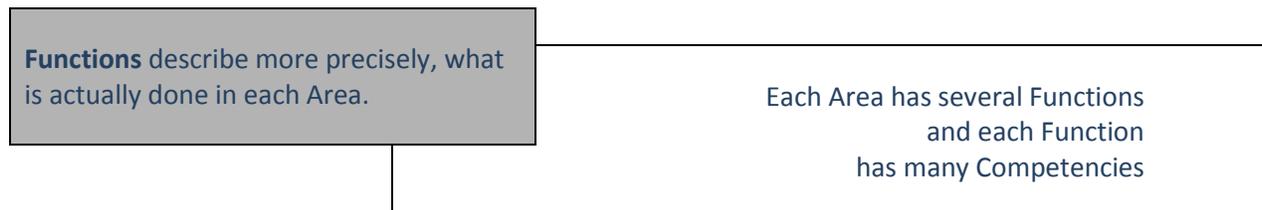
Clusters



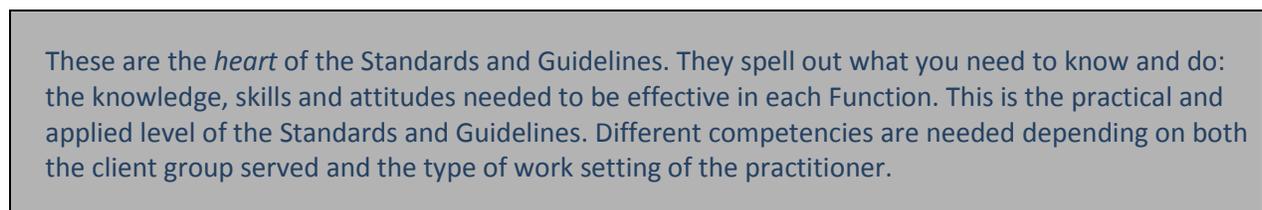
Areas



Functions



Competencies



SAMPLE PAGE

C2.3.1 foster client self-reliance and self-management



This statement is an example of a competency. The statement is **bolded** to indicate it is a skill that practitioners should be able to demonstrate. Competencies written in plain text (not bolded) indicate the knowledge or attitudes that a practitioner needs.

Why is this competency important?

to promote clients' independence
to increase clients' awareness of opportunities and options
to work out steps needed to implement a decision so clients achieve goals ...



This section explains why the competency is important, or the value of the competency

To demonstrate this competency, career development practitioners must:

- a) use a client-centred approach
- b) educate clients about clients' own roles, responsibilities and choices in the career development process
- c) generate options with clients and offer choices
- d) guide clients' acquisition of the necessary attitudes, knowledge and skills to enable them to:
 - practice self-appraisals and introspection
 - seek information, e.g., *identify resources, conduct information gathering interviews*
 - investigate information
 - evaluate options
 - select the most appropriate options
- e) help clients to establish and commit to action plans ...



This section outlines the scope of the competency and suggests guidelines or performance criteria for how competency is demonstrated



Often examples (*listed in italics*) are given to clarify a main point.

Notes

- In some cases, it may be necessary for a career development practitioner to provide direction to a client when fostering self-reliance.



You will often find a note section at the end of the page. This section provides additional "good to know" information that helps place the competency into context.

