**Report of the Professional Standards Committee**

**Annual General Meeting**

**Thursday 8th December 2022**

**Introduction**

This report of the Professional Standards Committee covers the period from 1st April 2021 to 31st March 2022, during which the Committee has met four times. All Committee meetings this year have been held virtually as we have found this is the best way to maximise attendance.

Membership of the Committee has been reasonably stable during the year, as a result of the decision by the CDI AGM to ask all members completing their term of office in the period April 2021 to March 2022 to extend their membership for 12 months, pending completion of the review of the Committee’s Terms of Reference.

Unfortunately, Elaine Watson who represented Scotland was unable to extend her period of office and resigned in the Autumn of 2021, and during the course of the year, we also accepted resignations from Emma Bolger who had represented Professional Development and Finneen Bradley who had represented Northern Ireland.

We are most grateful to all of these members for their contributions to the work of the Committee, and very sorry they could not remain in membership.

Other vacancies that would have occurred naturally during the year will be open for election as the extended terms of office expire.

No candidates have yet been forthcoming to represent Career Guidance/Coaching in the voluntary/community sector, so these two seats on the Committee, as reported last year, remain vacant. If any member working in the voluntary or community sector feels that they could fill one of these vacancies we would be delighted to hear from them.

**Work of the Committee during the year**

**Code of Ethics:** The Committee regularly reviews aspects of the CDI Code of Ethics and this year has spent time considering the Case Studies which members of the Committee have written over the course of several years. These aimed to explore exemplars of ethical dilemmas which Career Development professionals might encounter in relation to each of the principles of the Code of Ethics, and have proved to be of interest particularly to students on QCD and other training courses. There was concern, however, that some of the content may now be out of date or no longer relevant, and having reviewed each of the Case Studies, the Committee also began to consider other means by which ethical problems might usefully be debated and which might be more accessible to the membership. This work is now on-going.

**CDI Code of Ethics: A Guide for Employers and Partners:** A guidance document designed to help employers and other CDI partners understand the CDI Code of Ethics was launched in May 2021 and very well received. It has been circulated to the Executive Group working on a revised matrix Standard, and to the Director of the Quality in Careers Standard for onward distribution to colleagues.

**Terms of Reference for Professional Standards Committee:**

The Committee considered and made comment on a draft version of the revised Terms of Reference for Professional Standards Committee written by Claire Johnson and David Morgan, which has also been discussed with the Honorary Secretary and the Chair of PSC. The committee was in agreement with the major changes to the existing Terms of Reference, namely:

* that the name of the committee should be changed to the Ethics and Professional Standards Committee;
* that the CDI’s Head of Professional Development and Standards should become a member of the Committee with full voting rights, rather than ‘in attendance’ as at present.

The committee also supported the proposal to strengthen the right of the Chair of the Committee to attend and participate in meetings of the CDI Board.

It also agreed that it should be the responsibility of the CDI Board to consult the Chair and, if appropriate, the Committee on matters both of CDI governance and decisions relating to ethics and standards.

The new Terms of Reference also emphasise the role of the Committee as an advisory Committee supporting the Head of Professional Development and Standards and advising the CDI Board on matters relating to ethical practice. In particular it is envisaged that the Committee will have a role in this regard, in the foreseeable future, should it be decided to pursue the question of Chartered Status for the Institute.

Members of the Committee also wished to see the Terms of Reference document refer to feedback mechanisms between members of the Committee and their constituents, and the relationship with members of the CDI Council.

**CDI Blueprint of Learning Outcomes for Professional Roles in the Career Development sector:** the revised Blueprint was launched in April 2021 and warmly received by both CDI members and stakeholders.

**Supervision:** Following publication of the extremely useful Guide to the Benefits and Delivery of Supervision in the Career Development Sector by John Walker and Rachel Mallows during last year, two familiarisation webinars were held which were very well attended and well received. Further training for both supervisors and supervisees is now being offered.

**UK Career Development Awards and CDI Fellowships:** Members of the Committee have, as usual, chaired and participated in judging panels for the 2021/2022 UK Career Development Awards.

Together with representatives of the CDI Board, under the chairmanship of the Chair of PSC, they have also participated in the judging of the award of CDI Fellowships. The award of Fellowships to Alan Bullock, Claire Johnson and Kath Wright were agreed, and presented later in 2022.

**Articles for Career Matters magazine:** Members of the Committee have contributed articles to Career Matters throughout the year on a range of topics including Use of the Code of Ethics, Impartiality, How to Challenge Clients, and CDI Fellowships.

**Racial Equality and Career Guidance Practice**: a webinar on this topic, run by Emma Bolger and **Uuganaa Ramsay, was delivered in June 2021. Further work was also done during the year to develop the CDI’s support for members from black and minority ethnic groups in response to Black Lives Matter.**

**Developments in the CDI Constituencies:** Members of the Committee have continued to report at each meeting on Professional Development issues and/or matters relating to Ethics and Standards in the Constituency which they represent. These reports provide an invaluable vehicle for members to learn of developments in other parts of the professional sector, and frequently result in the identification of topics for discussion at future meetings of the Committee. Our members are concerned, therefore, that they should be able to fully represent the interests of their constituents, and would be pleased to hear from individual members of their concerns. Contact details for members of the Committee will be found on the CDI website.

**Future plans**

In the coming year the Committee will continue to consider ways in which the Code of Ethics may be made more visible, and more readily understandable to both members and non-members.

It will, as ever, keep the relevance and fitness of the Code under review and discuss mechanisms which might enhance members’ ability to understand and respond to ethical dilemmas and difficulties. Evidence from the CDI’s Big Listen survey will help to inform this debate.

The Committee will continue to give advice to the CDI Head of Professional Development and Standards on work in connection with the Strengthening Standards Pillar of the CDI Strategy 2025.

We also have on-going work to receive reports on the research into Chartered Status, and to contribute to the CDI’s Digital Strategy and continue to support the Head of Professional Development and Standard’s work in support of CDI members continuing professional development.

As always, any thoughts or contributions from members would be most welcome, both on these topics or any others about which members may have concerns.

**Conclusion**

I am, as ever, most grateful to all of the members of PSC for their dedication and hard work, and for giving their time so generously to participate in meetings and produce work on behalf of the Committee.

We are all, also, indebted to Claire Johnson whose unfailing support enables the Committee to operate smoothly and effectively, and to achieve so much.

The next Annual Report of the Committee will be my last as Chair, as I shall be retiring in March 2023, so I wish my successor good luck and hope they will find their term of office as rewarding, stimulating and hugely enjoyable as I have done.

Avril Hannon, Chair.

12th November 2022.