

‘One Voice Making an Impact’

Briefing Note 9: August 2012

‘A profession that inspires confidence in the public, dedicated to delivering high quality career development activities and services that help individuals to achieve their full potential and support economic productivity while ensuring equality of opportunity for all.’

Setting up the Career Development Institute - Good Progress!

In the last briefing it was reported that a new company would be set up to take charge of developing the new organisation, the Career Development Institute, over the coming months and would run in parallel with the existing professional associations until the CDI was fully constituted. Over the past month, the CPA has made valuable headway in setting this company up. By the time you read this, representatives of each of the four associations will have signed the Memorandum of Association which gives the green light for the formation and registration of the new company. Led by Stephen McNair and underpinned by specialist legal advice, the CPA steering group has agreed a full set of documentation including the Articles and Rules of the Company, which will enable the CDI to be registered and set up by early September. By then, the first stage of due diligence will be completed. The meeting of the CPA steering group on 13th September will therefore be the final one, with the CDI meeting from October onwards.

Each of the four member associations of the CPA has nominated two directors to take forward developments of the CDI until the first AGM of the CDI, which will be held on, or before 31st March 2013. At this meeting the Founding Directors will retire and six newly elected Directors will be installed. These will include a President, Vice President, Honorary Secretary and Honorary Treasurer along with two others.

A Prospectus for CDI – rationale, vision, services to members

Members are at the heart of the vision for CDI: a professional body that serves the whole career development profession and offers a range of services that meet their needs. We are currently working on the Prospectus for CDI which will set out for existing members, potential members and others in the sector what the CDI will provide for members when we open for business. It will also outline the vision for the new organisation and provide a focus for questions from those wanting to know more or with ideas to feed in.

Supporting current and future members

Membership of each of the four subscribing associations will automatically transfer to the CDI once they cease operating and it will be valid for a full 12 months from the date of joining the original association. We want there to be a seamless transition of services to members from the four associations to the CDI at some point early in 2013 so that members’ needs continue to be served without a break. The initial CDI services, products, activities and other support will fully replace what members have had from their existing association but this will be built on and improved in the future.

The CDI itself will begin trading early in 2013 but in the meantime, the four associations will continue to

provide the same services, products and support that members have always had. We urge existing members to show support to the CPA/CDI by signing up to it. By signing up you will become eligible to vote for the officers and council of the new organisation. We really want these elected posts to reflect the full range of career development practitioners, and having significant numbers of practitioners from each of the associations will help to ensure that this happens. Signing up is therefore open to **all members** of the existing associations. There is **no cost** and it can be done by following the links from the associations' websites or by going directly to the CPA register website: www.cparegister.co.uk.

As of 31st July, 706 members have already signed up, but this is only a fraction of the current membership of the four associations and we need many more to ensure that the CDI is a truly diverse organisation with a governance structure that reflects this. This slow start is not unexpected but we want to do all we can to encourage existing members to sign up.

The Register of Career Development Practitioners

The Register of Career Development Practitioners is also set up and members can register on line. The register is at the start of its development and we see great potential to develop services for those on the register. There is now a Transitional Register Assessment Panel which represents the full range of career development practitioners. They are exploring the issues involved with progressing the current queries relating to registration and have agreed to start dealing with the range of applications that are not straightforward. Setting up this group will broaden the range of practitioners who are able to register directly. This will also be an important part of the CDI agenda going forward.

Marketing and Communications Strategy

As outlined in the last briefing the Communications Task Group has a marketing plan which is being developed. We will be working to raise awareness of the CDI in partnership with government departments and agencies across the UK, employers and a range of other key bodies both within and beyond the career development arena. This will ensure that the message about what the CDI can offer reaches as many members and prospective members as possible.

Business Planning

The Business Planning Task Group has produced a business plan for the new company and a transition budget which will be reviewed in September in the light of the budgetary situation.

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