**Career Development Institute Code of Ethics**

This Code of Ethics covers the professional behaviour and practice required for non-IAG qualified, non-teaching staff within CWaC’s Skills and Employment Team, and informs the public of the ethical principles to which we adhere.

Access at: <http://www.thecdi.net/write/227_BP260-X8513-Code_of_Ethics-A4-digital.pdf>

**Accessibility**

Staff members must promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion.

**Accountability**

Staff members are accountable for their career development activities and services and must submit themselves to whatever scrutiny is appropriate to their role, including the Discipline and Complaints Procedure.

Staff members must act in the interest of society and at all times exercise integrity, honesty and diligence.

Staff members must in all circumstances endeavour to enhance the standing and good name of Cheshire West and Chester Council’s Skills and Employment Team.

**Autonomy**

Staff members must encourage individual autonomy in making decisions and always act in the individual’s best interests.

**Competence**

Staff members must monitor and maintain their fitness to practice at a level that enables them to provide an effective service.

Staff members must represent their professional competencies, training and experience accurately and function within the boundaries of their training and experience.

**Confidentiality**

Staff members must respect the privacy of individuals, disclosing confidential information only with informed consent, except where there is clear evidence of serious risk to the client or welfare of others.

Staff members must inform clients of the limits of confidentiality and data sharing at the outset.

**Continuous Professional Development**

Staff members must maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice.

**Duty of Care – to Clients, Colleagues, Organisations and Self**

Staff members have a duty of care and are expected always to act in the best interests of their clients.

Staff members must develop and maintain professional and supportive working relationships with colleagues both inside CWaC Council and from external organisations, and respect the contributions of career development professionals to the activities and services on offer.

Staff members must fulfil their obligations and duties to their employer (where applicable), except where to do so would compromise the best interests of clients.

Staff members have a duty of care to themselves, both in terms of their personal integrity, personal safety and their capacity to practice in order to provide an effective service to clients.

**Equality**

Staff members must actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

Staff members must treat clients equally regardless of their gender, age, race, ethnicity, disability, religious beliefs or sexual orientation.

**Impartiality**

Staff members must ensure that professional judgement is objective and takes precedence over any external pressures or factors that may compromise the impartiality of career development activities and services. In doing so, staff members must ensure that advice is based solely on the best interests of and potential benefits to the client.

Where impartiality is not possible this must be declared to the client at the outset. Staff members must be just and fair to all clients, respect their human rights and dignity and adhere to any legal requirements and obligations.

**Justice**

Staff members must be just and fair to all clients, respect their human rights and dignity and adhere to any legal requirements and obligations.

**Transparency**

Staff members must provide career development services and activities in an open and transparent manner.

**Trustworthiness**

Staff members must act in accordance with the trust placed in them, ensure that the clients’ expectations are ones that have reasonable expectations of being met and honour agreements and promises.