

APCDA Glossary of Career Development Terms

Version 3 (May 2022)

**Developed by a team of dedicated career professionals on behalf of the
Asia Pacific Career Development Association**

This glossary began in 2014. Version 1 was completed in 2018, Version 2 in 2020, and Version 3 in 2022. It was compiled by a team from several English-speaking countries (Australia, India, Singapore, Philippines, and USA) and Japan. It is intended to be a dynamic, living document and to change and grow as people suggest improvements or additions. Each version included work on almost 60 terms, with some of the work including revisions of existing terms. Version 3 includes 177 terms.

The Glossary is also intended to serve as a starting point for translation to the languages of our member countries. We believe that the translation process will cause further improvements and refinements to the English glossary. Our goal is to offer translations in all languages spoken by our members. We believe these glossaries will allow us to communicate more accurately and understand each other better. Please let us know if you have an interest in translating this glossary to another language. All verified translations are publicly available at no cost on our website.

Bios of Authors:

Agnes Banyasz is a career strategist and intercultural communications coach with 30 years' experience that spans industries and continents. For 10 years she managed the first faculty-based careers center at the University of Melbourne that offered customized career services to business students and alumni. She is a CICA accredited Certified Leading Professional, maintains memberships to key professional associations and has participated in conferences all over the world. This connectedness to local and international best practice allows her to build strong and rewarding relationships with clients. Outside work, Agnes likes to swim, walk, be with family, watch movies and listen to jazz.

Vandana Gambhir Chopra, PhD, is Assistant Professor in the Department of Psychology, Keshav Mahavidyalaya, University of Delhi, and the Former Country Director of India for APCDA. She started her professional career as a medical physician, excelled and later received her doctorate in Psychology. Known as an expert in Psychometrics, Organizational Behavior, Human Resource Management and Vocational & Career Counseling, she helps corporations with their employee wellness and productivity through training and assessments. Her field of involvement in psychology research work spans across career competencies, personality, social psychology, competency mapping, positive psychology, and consumer behavior and geriatrics mental health.

Yayoi Kitamura has worked for 10 years at the Faculty of Arts and Letters of Kyoritsu Women's University, teaching about media studies, web editing, and collaborative learning. Her interest is in learning environment facilitation that solves the free-rider problem caused by group work from the perspective of peer mediation and restorative justice. She has been conducting a qualitative survey of graduates' Self-Narrative Editing since 2006, and since last year, the public sphere awareness and collective self-esteem of students connected what Putnam calls the "secondary group."

Serene Lin-Stephens is a careers researcher and consultant for over 20 university courses across disciplines. Her postgraduate qualifications span across Higher Education E-learning and Career Development. She is intrigued by ways to embed career development in higher education, including develop appropriate resources and technologies to support it. Her days are filled furthering her research interests through working closely with course conveners and industry stakeholders in a collaborative effort to enhance student outcomes and meet workforce needs.

Marilyn Maze, Ph.D., Financial Administrator of the Asia Pacific Career Development Association, has organized the annual APCDA Conference since its inception, conducted numerous research projects on hot labor market and career counseling issues, and presented at international conferences. Dr. Maze received the President's Award from

NCDA in 2016, the NCDA Credentialing Commission Service Award in 2016, and the Lifetime Achievement Award from the Maryland Career Development Association in 2010, and she became an NCDA Fellow in 2019. Dr. Maze formerly developed the ACT Profile (previously called DISCOVER).

Sachiko Morita, associate professor at Kochi University, career development support unit leader, specialized in international comparison of career development. She has 10 years of professional experience as a systems engineer and human resource department in IT company. In recent years, she focuses her research on the career guidance and practitioner's expertise development of Scandinavian countries where ICT and lifelong learning are advanced. She has received educational encouragement awards from 2 national universities she has worked for.

Danita Redd, lifetime APCDA member, has been a higher education counselor and professor in the USA for over 30 years where she teaches Career Development and Life Planning and specializes in advising students majoring in Science, Technology, Engineering, Mathematics, and Medicine. As an ambassador for Shared Hope International, she assists in raising public awareness about steps one can take to eradicate sex trafficking and bring perpetrators to justice. She was trained by the Foundation for Human Enrichment to provide somatic assistance to people with PTSD. She is a published writer and has been an international volunteer in Mexico.

Atsunari Sakuma, JCDA Career Development Advisor, National Certified Career Consultant in Japan, master's degree of Management. After 25 years sales strategy development and salespeople development at Procter & Gamble, including Singapore assignment from 2002 to 2004, and 5 years international business development of some Japanese companies, he changed career to be a CDA in 2017. He's been mainly supporting adult career plan development, especially for those who seek further employability education, such as graduate school, professional qualification school, public vocational training school, etc. He likes learning and sharing, attending NCDA Conference from 2018 and joining in APCDA Glossary Project from 2021.

Carla S. Siojo was formerly the Director of the Office of Placement and Career Services at the Ateneo de Manila University for 8 years. She earned both a Bachelor of Arts Major in Psychology and Master of Arts Major in Pastoral Ministry: Family Ministry and Counseling at the Ateneo de Manila University. She has served as the Philippine Country Representative for several years and as APCDA President in 2019. She is involved with other professional organizations such the National Career Development Association (NCDA), Association of Placement Practitioners of Colleges and Universities (APPCU) in the Philippines, the Career Development Association of the Philippines (CDAP), and RMT-Center for Family Ministries Alumni Association, Inc.

Ma. Leonila Vitug-Urrea, PhD, is currently the Guidance Director of the University of the East. She is a licensed teacher, guidance counselor, and psychometrician in the Philippines. Besides being a practicing school counselor and career coach, she is a mental health psychosocial support volunteer counselor to survivors of natural calamities. She works as mental health and psychosocial facilitator of PAP (Psychological Association of the Philippines) Katatagan online. She is an officer of the Association of Placement Practitioners of Colleges and Universities (APPCU) and worked on the Ethical Guidelines, the Glossary of Career Development Terms, and social media promotion of the Asia Pacific Career Development Association (APCDA).

Sing Chee Wong is a Career Consultant and Trainer with more than 30 years of experience in career coaching, counselling and training. She is an accredited trainer for career development and has also qualified for NCDA's "Certified Master of Career Services". In 2020, Sing Chee was awarded the "Lifetime Achievement Award" by APCDA, and acknowledged as the "International Career Practitioner of the Year" (2021) by NCDA. She is the Founding President of Singapore's "People and Career Development Association," which aims to develop career practitioners and those interested in career development.

Heather Zeng, LPC, a counselor educator, completed her Ph.D. from Colorado State University. With over twenty-five years of career counseling experience working with military members and their families, At-Risk Youth in rural and urban settings, immigrant populations, and multi-national contexts, she has supported a range of career issues, challenges, and transitions. Dr. Zeng's work in policy centered on Career Guidance systems, Vocational Technical programs, and School Work Transition. Dr. Zeng has been a Career Expert for USA Today's Online Career Center, where she forged some of their first live chats and interactive article features.

How Can the Glossary Be Used?

As we developed this glossary, we learned that we have many differences in the terms we use for career development. Some words, like “Career,” have a different meaning in each of our countries. In fact, this is the only term that we redefined between each version. We continue to maintain two definitions of that word because of the important differences in the way it is used in different countries. Other terms are used primarily in certain countries with different terms used in certain other countries. For example, some countries have Guidance Counselors and others have School Counselors. Some countries have Early School Leavers and others have School Dropouts. Developing these definitions was enlightening for those of us who worked on it, and we hope reading them will be enlightening for you.

Our members have found many other creative uses for the Glossary of Career Development Terminology. Here are a few:

- **Online information Service:** If you maintain a website with information about careers, consider adding the Glossary as a useful service.
- **Use in Translating:** When working with clients whose native language is not English, the definitions in the Glossary can be helpful for them to understand what you are saying to them.
- **Clarify services offered:** When you are explaining your services to your consumers, consider finding definitions of some of the concepts you are explaining and use the definitions in the explanation.
- **Training career development professionals:** People entering our field need in-depth understanding of the terminology. A “word a day” might be helpful. It is also possible to delve into various aspects of our field and compare terms. For example, in the newly released version, we include definitions of the many words for work: job, occupation, vocation, career, etc. Comparing these words and definitions can be insightful. We also include the many words used in the field of credentialing – which could also help students understand nuances that are often confused. There are many clusters of similar types of terms in this Glossary that can be helpful for understanding the differences between concepts that seem similar.
- **Parent/student communication:** when speaking to clients or parents, providing a list of selected terms you use often might help them to understand the goals of the process, and preventing unrealistic expectations.
- **Clarify where parents/students need help:** To be sure clients understand the meaning of the words in the same way you are using them may allow better communication.
- **Supervisors of counselors in training:** If you are supervising counselors in training, asking them to review these definitions may assure they understand the situation in the same way you do.
- **A few words in publications, such as the APCDA newsletter:** We have considered publishing a definition in each of our weekly News Blogs. Please feel free to use this idea for your regular news communications.
- The terms can act as **keywords and phrases** that can be used to search relevant databases of academic literature.
- Glossary can also be used **for building a user-friendly AI-based Terminology Management System** that can be viewed, edited and updated by those who access it.
- Terms can be useful for **helping university students** identify and acquire the vocabulary of the field of career development.
- APCDA Glossary can be used **as a reference source** for researchers and professionals.

Please let us know other ways that you use this glossary. Send your ideas to Glossary@AsiaPacificCDA.org.

Definitions

Term	Definition
Accountability	<p>Accountability means that an individual or organization is held responsible for successfully completing a task.</p> <p>Comment: They are expected to provide timely and accurate updates on the progress of such task to meet the desired outcomes. Should they fail to meet these expectations, they will have to explain why they failed.</p>
Accreditation	<p>Accreditation is a process of certifying that an entity has the competency, authority, or credibility to issue certification.</p> <p>Comment: Upon definition of standards and regulations, an accreditation body may allow an accredited body to provide third-party certification and testing services. This ensures and assesses compliance to the previously defined codes but also provides an official certification mark or a declaration of conformity.</p>
Advising	<p>Advising is a process of identifying the needs of an individual, then providing advice or referral to information sources to answer the questions of the individual.</p> <p>Comment: Advising requires training and knowledge of a specific subject area, such as Educational Advising or Career Advising. It does not require a college degree and the training is often completed in a number of days or months.</p>
Agency Thinking	<p>Agency thinking is a way of thinking that motivates individuals to follow pathways or strategies to reach their career goals.</p> <p>Comment: Charles Snyder (2000, Pg 8, Figure 1) explains that our perception of our capabilities is based on our interpretation of our history of successes and failures. In the past, we have experienced situations where we found pathways to reach our goals. The motivation to follow those pathways through to completion of our goals is “agency thinking.” Our perception of our own level of agency he calls self-efficacy.</p>
Assessment/ Career Assessment	<p>Career assessment is defined as the use of any formal or informal technique or instrument to collect information about an individual, for use in planning his/her career.</p> <p>Comment: The use of results obtained from the career assessment could be used to assist individuals, at any given point in time, to understand his/her career interests, skills and/or work values, to identify viable education and career options.</p>
At-risk	<p>At-risk applies to youths and adults who are at jeopardy of not achieving academic and career success.</p> <p>Comment: Any individual who has:</p> <ul style="list-style-type: none"> ○ Mental, psycho-emotional major issues (suicidal ideation, violence) ○ Disturbing behaviors that can harm self and others ○ Academic issues (failing, quitting school, cheating) <p>One or more external or internal conditions may contribute to a student or client being at-risk: family instability (such as domestic violence, divorce, transiency, and homelessness), health issues, incarceration, learning disabilities, low access to supportive community resources, parental educational attainment, poverty, racial or ethnic minority, and school environment (fewer resources, gang activity, bullying)</p> <p>Sources: <i>The Counseling Dictionary</i>, Fourth Edition by Samuel T. Gladding, https://en.wikipedia.org/wiki/At-risk_students, and https://www.edglossary.org/at-risk/</p>

Term	Definition
Behavior	<p>Any verbal or non-verbal action exhibited by an individual.</p> <p>Comment: Behaviors must be observable.</p>
Budgeting	<p>Budgeting is conscious decision-making which includes classifying projected income and expenditures during a particular period of time to achieve a desired outcome.</p>
Career	<p>Definition #1: An individual's progression in productive, occupational, or professional activities, including work or achievements that are valuable or meaningful to the individual and others.</p> <p>Definition #2: A career is the path a person takes through his/her work life.</p> <p>Comment: A career can include paid or unpaid work, is more personal than a job, profession, or occupation, and can imply devotion to higher purposes or calling.</p> <p>Reference: http://www.businessdictionary.com/definition/career.html</p>
Career Advising	<p>Career advising is the process of helping individuals understand how their academic and personal interests, abilities, and values might relate to the career fields they are considering, and how to form their academic and career goals accordingly.</p> <p>Comment: "Advisor" is sometimes considered synonymous with "Counselor," but APCDA believes a distinction can be made between counseling and advising.</p>
Career Advocacy	<p>Career Advocacy is equivalent to career guidance.</p>
Career Break	<p>Career break is a period of time when you choose to not work in your usual job or profession.</p> <p>Comment: For example, an individual might want to care for children or other family members, travel, or volunteer.</p> <p>Sources: https://dictionary.cambridge.org/, https://www.ldoceonline.com/</p>
Career Center	<p>A place or virtual site that provides current career information and other resources useful for making informed career decisions.</p> <p>Comment: It may provide a range of services such as career guidance, advising and/or coaching.</p>
Career Choice	<p>Career choice is an individual's decision in choosing a path which the individual believes to be most suitable for him/her.</p> <p>Comment: It is usually chosen based on his/her career interests, work values, work skills, personal aptitudes, aspirations and circumstances. It is also influenced by the social norms, culture and the local labor market situation.</p>

Term	Definition
Career Consultation	<p>Career consultation is the provision of advice or expert opinions that assist with accomplishing career tasks.</p> <p>Comment: Career consultation includes the following activities:</p> <ul style="list-style-type: none"> • Resume writing, review, and editing; • Cover letter writing, review, and editing; • Teaching job interview strategies; • Teaching networking strategies; and • Teaching/training regarding a variety of skills: organization, time management, effective study habits, etc. <p>It is not essential for career consultants to have a graduate degree in counseling (unlike the provision of counseling) or develop professional relationship with their clients. Career consultation service may not be a collaborative activity and does not generally blend personal concerns with career concerns. The service provided is primarily a one-way exchange of information, rather than a two-way exchange.</p>
Career Counseling	<p>Career counseling is a process for establishing a collaborative and supportive relationship with clients, aiming to assist them with their personal development and career-related concerns. The process includes helping individuals with career self-assessment, job search and job placement, and counseling individuals who are experiencing personal situations relating to career decision making and career maintenance.</p> <p>Comment: Career planning includes activities such as “...identification of occupations based on values, interests, skills, prior work experience, and/or other characteristics; support in the job-seeking process; and assessment by means of paper-based and/or online inventories of interest, abilities, personality, work-related values, and/or other characteristics” (NCDA, 2015, p. 3). These activities, like career counseling, require a two-way exchange of information and dialogue.</p>
Career Counselor	<p>Career counselor is a professional counselor who assists individuals or groups of individuals to make career or vocational decisions.</p> <p>Comment: Career counselors help individuals with the same career issues that other career practitioners do, but also have a counseling background that allows them to help clients with mental health issues.</p>
Career Decision-Making	<p>Career decision-making is the process of selecting a particular option with regards to one’s career.</p> <p>Comment: Career decision-making is a deliberate process that involves identifying one’s skills and preferences, exploring occupations and labor market needs, identifying and selecting occupations that match one’s skills and preferences, identifying education/training needed for entry, and developing an action plan.</p>
Career Development	<p>Career development is the process of growing, changing, or evolving in one’s career throughout one’s life span.</p> <p>Comment: This term is either used with youth or used to encompass both youth and adults in one term.</p> <p>Source: Glossary (version 1)</p>

Term	Definition
Career Education	Courses, programs, or learning activities designed to teach skills needed for researching career information, career decision-making, goal setting, career management, employability, and job search.
Career Guidance	<p>Career guidance is a comprehensive developmental process designed to assist individuals in making and implementing informed educational and occupational choices to achieve their career aspirations.</p> <p>Comment: During this process, guidance is given to individuals to help them acquire knowledge, information, skills that are essential to help them identify their career options, and facilitate the making of informed career decisions, that are aligned with their social and emotional, and financial well-being.</p>
Career Indecision	<p>Career indecision is the inability to specify educational or occupational goals.</p> <p>Comment: Contributing factors to career indecision include lack of early intervention in career guidance, lack of information and need for information, problems with identity development, pattern of chronic and pervasive difficulty in making decisions, anxiety in making a wrong choice, and concern of making choices that would cause disagreement with others, particularly parents, a spouse, or other family members.</p> <p>Sources: http://psychology.iresearchnet.com/counseling-psychology/career-counseling/career-indecision/</p>
Career Information/ Guidance System	<p>Career information and/or guidance systems are computer software or online systems that provide career assessments, career information, educational information, and other types of career or educational advice or information along with searching capabilities and decision-making tools.</p> <p>Comment: The objective of these systems is to help individuals make informed career choices for purposeful employment. Many examples exist, from simple career-related inventories to large systems that integrate both assessments and information into a single program. Often, the system is localized for a specific country or region. May also be called a Computer-Assisted Career Guidance System (CACGS).</p>
Career Management	<p>Career management is the process of selecting goals, acquiring skills, identifying strategies, and monitoring plans to progress in the career path chosen by the individual.</p> <p>Comment: Career management is normally reserved for adults who are already in the workforce.</p>
Career Maturity	<p>Career maturity is defined as the degree to which individuals are prepared to make good educational or vocational decisions.</p> <p>Comment: These decisions are developmental in nature depending on self-understanding, work knowledge, and decision-making ability/attitude.</p> <p>Sources: Samuel T. Gladding, The Counseling Dictionary 4th ed., 2018, http://psychology.iresearchnet.com/</p>
Career Satisfaction	<p>Career satisfaction is how a person feels about work and life.</p> <p>Comment: Career satisfaction, like happiness, is an inherently subjective measure. It has sometimes been broken into five components: skill utilization, interest, work environment, meaning, and salary. It can serve as a career success benchmark or even final summary.</p> <p>Sources: https://www.careerexplorer.com/, http://career.iresearchnet.com/</p>

Term	Definition
Case Management	<p>Case management is a collaborative process that strives to achieve a specific objective by handling cases from beginning to end under the coordination of a case manager. It includes assessment, planning, facilitation, coordination, evaluation and advocacy for options and services, through effective communication and optimal resource deployment to meet the desired outcomes for individuals and organizations.</p>
Certification	<p>Certification refers to the confirmation of certain characteristics of an object, person, or organization.</p> <p>Comment: This confirmation is often, but not always, provided by some form of external review, education, assessment, or audit. Certification does not designate that a person has sufficient knowledge in a subject area, only that they passed the test or completed a training program.</p> <ul style="list-style-type: none"> • In first-party certification, an individual or organization providing the good or service offers assurance that it meets certain claims. • In second-party certification, an association to which the individual or organization belongs provides the assurance. • Third-party certification involves an independent assessment declaring that specified requirements pertaining to a product, person, process, or management system have been met.
Client Confidentiality	<p>Client confidentiality refers to the expectation that career professionals will maintain the confidentiality of a client's information, regardless of the source, including written records, reports, and computer databases, except in specific situations.</p> <p>Comments: Client confidentiality is one of the central principles of counseling. Career professionals are expected to exercise sound judgment and fairness to ensure confidentiality. The standard, however, makes exceptions for situations in which privacy may be compromised. In cases where a client is a threat to society or themselves, practitioners are allowed to share pertinent confidential client information with a limited group of concerned parties.</p>
Client Service Delivery	<p>Client service delivery is defined as any contact with individuals or organizations where clients seek/provide data, for the purpose of managing their matters or fulfilling their duties, in an effective, efficient and reliable manner.</p>
Client/ Customer Expectations	<p>Client/customer expectations is the belief of the client/customer that something will or should happen.</p> <p>Comment: This refers to the outcome of the education and career efforts that the client/customer believes will occur.</p>
Coaching	<p>Coaching is the process of working with clients in a thought-provoking and insightful process that inspires them to maximize their personal and professional potential by providing information and asking questions that are life/career oriented.</p> <p>Comment: In Indian settings the word is commonly used to refer to private training provided for preparation for any exams. Internationally, there are many training programs offered for coaching. These programs often last from several days to several months. Normally, a degree is not required.</p>

Term	Definition
Competency	<p>Definition #1: Competency refers to an individual's specific knowledge, skills or attitude and the ability to use, apply and demonstrate them in order to perform tasks and duties successfully.</p> <p>Definition #2: Competency refers to the specification of knowledge, skills or attitude needed to achieve a standard of performance.</p> <p>Comment: Competency affects both the individual's responsibility and performance on the job.</p>
Cooperative Mechanism/ Coordination Mechanism	<p>Cooperative mechanism is a set of terms of reference that describes how different parties cooperate, contribute and play their roles in meeting the agreed desired outcomes of the collaboration.</p>
Cost-Benefit Analysis	<p>Cost-benefit analysis is a systematic method individuals or organizations use to estimate the strengths and weaknesses of alternatives. It is used to determine options which provide the best approach to achieving benefits without unnecessary expense.</p>
Counseling	<p>Counseling is the process in which a professional counselor facilitates the resolution of specific problems or issues which individuals or groups of individuals are experiencing.</p> <p>Comment: It involves actively listening to the individual's story, and communicating understanding, respect and empathy; clarifying goals and assisting the individual with the decision-making process. International best practices recommend that only professionals with a master's level degree in counseling use the term "Counselor."</p>
Credential	<p>A credential is an attestation of qualification, competence, or authority issued to an individual by a third party with a relevant <i>or de facto authority or assumed competence to do so</i>.</p> <p>Comment: Examples of credentials include academic diplomas, academic degrees, certifications, security clearances, identification documents, badges, passwords, usernames, keys, powers of attorney, and so on.</p>
Credentialing	<p>Credentialing is the process of establishing the qualifications of professionals and assessing their background and legitimacy.</p> <p>Comment: Credentialing is an umbrella term that includes all kinds of certifications, licenses, etc. Organizations that issue credentials or certify third parties against official standards may themselves be formally accredited by accreditation bodies and become known as "accredited certification bodies." The accreditation process ensures that their certification practices are acceptable, typically meaning that they are competent to test and certify third parties, behave ethically and employ suitable quality assurance.</p>

Term	Definition
Decent Work	<p>Decent work refers to the work that ensures satisfactory level of income, security and productivity along with equal opportunities and protection of rights.</p> <p>Reference:</p> <ul style="list-style-type: none"> • https://www.ilo.org/global/topics/decent-work/lang--en/index.htm • https://www.eurofound.europa.eu/observatories/eurwork/industrial-relations-dictionary/decent-work • https://www.molsed.gov.tt/index.php/resources/laws-and-legislation?download=48:decent-work-agenda.
Decision Making	<p>Decision making is the cognitive process which results in the selection of a course of action among several alternative scenarios.</p> <p>Comment: The four styles of decision making are, directive, analytical, conceptual and behavioral. Each style is a different method of weighing alternatives and examining solutions.</p> <ul style="list-style-type: none"> • Directive: prefer simple, clear solutions, make decisions rapidly, do not consider many alternatives, rely on existing rules • Analytical: prefer complex problems, carefully analyze alternatives, enjoy solving problems, willing to use innovative methods • Conceptual: socially oriented, humanistic approach, solve problems creatively, enjoy new ideas • Behavioral: concern for the organization, open to suggestions, rely on meetings, interest in helping others
Deliverable	<p>A term for the end result of a work project.</p> <p>Comment: Deliverables are expectations that certain specified tasks will be completed. For example, an HR leader might want a schedule of workers' vacations this week as a deliverable.</p>
Digital Career Information System	<p>Digital career information systems are online systems that provide career assessments and educational and career information for use in making educational and career decisions.</p> <p>Comment: These systems aim to help individuals make informed career choices for purposeful employment. Many examples exist, from simple career related inventories to large systems that integrate both assessments and information into a single program. Often, the system is localized for a specific country or region. May also be called a Computer-Assisted Career Guidance System (CACGS).</p>
Disenfranchised	<p>Disenfranchised people are deprived of some legal right, privileges, or immunity.</p> <p>Comment: Examples of what influences disenfranchisement includes socioeconomic, gender, race, ethnicity, religion, and incarceration. Impact examples include the right to vote, access to good medical care, childcare, and education. In regard to career development, it usually applies to people who have been marginalized in society.</p> <p>Sources: <i>Merriam-Webster Dictionary</i> - https://www.merriam-webster.com/dictionary/disenfranchise; Boundless.com: http://kolibri.teacherinabox.org.au/modules/en-boundless/www.boundless.com/definition/disenfranchise/index.html</p>
Distance Counseling/ Guidance	<p>Distance counseling/guidance is the provision of services through remote means such as email, social media, telephone, or video conferencing.</p>

Term	Definition
Diversity	<p>Diversity is a concept encompassing acceptance and respect of each uniqueness consisting of factors such as age, ability/disability, culture, sexual orientation, gender, creed, ethnicity, socioeconomics, work experience, education, and personality.</p> <p>Comment: At the General Session of NCDA 2020 Global Conference, Dr. Arrendondo referred to the dimensions of personal identity for "Inclusive Diversity & Social Justice Mindset": A Dimensions: Age, Culture, Ethnicity, Gender Identity, Language, Physicality/Mental Well Being, Race, Sexual Orientation, Social Class B Dimensions: Educational Background, Geographic Location, Hobbies/Recreational Interests, Military Experience, Political Worldview, Relationship Status, Religion/Spirituality, Work Experience, Health Care Practices/Beliefs C Dimensions: Historical Moments/Eras, Sociopolitical Climate.</p> <p>Sources: Samuel T. Gladding, The Counseling Dictionary 4th ed., 2018, https://www.qcc.cuny.edu/</p>
Dropout	<p>A dropout is a person enrolled in K-12 or higher education who stops their education before completion.</p> <p>Comment: Dropouts usually have socioeconomic, mental health, bully-victimization or system disillusionment reasons. Programs in various countries reach out to dropouts, particularly those under age 18 or an age where they can still be educated by public subsidies. In Japan Fu-toko literally means not going to school (fu=not, toko=going to school).</p> <p>Sources: to read about dropouts in various countries: https://en.wikipedia.org/wiki/Dropping_out</p>
Early School-Leaver	<p>An early school-leaver is a student who withdraws from an education program without completing it or below the compulsory school leaving age.</p> <p>Comment: Some countries have compulsory school attendance until a specific age while others do not.</p>
Economic Crisis	<p>Economic crisis refers to an unacceptable level of deterioration in a country's economy.</p> <p>Reference: https://www.igi-global.com/dictionary/economic-crisis/47360</p>
Educational Counseling/ Guidance	<p>Educational counseling/guidance is a process in which an individual reflects on his/her personal educational issues and experiences and makes appropriate educational choices.</p> <p>Comment: Career opportunities and planning are also often discussed during the educational counseling/guidance process.</p>
Effective Work (work effectively)	<p>To work effectively is to focus on achieving a given goal with expected output (or better results).</p> <p>Comment: Work effectiveness is about setting criteria and then meeting those standards. The extent to which you meet these criteria is the extent to which you are effective.</p> <p>Sources: https://blog.taskpigeon.co/the-difference-between-work-effectiveness-and-work-efficiency/, https://issuu.com/kamfang/docs/definition_of_work_effectiveness.docx</p>

Term	Definition
Efficient Work (work efficiently)	<p>To work efficiently is to focus on accomplishing a task with the least input of cost or time.</p> <p>Comment: Efficiency is about streamlining the work. To become efficient, you would take into account workplace environment, equipment, supplies, and prioritizing the workflow.</p> <p>Sources: https://blog.taskpigeon.co/the-difference-between-work-effectiveness-and-work-efficiency/, https://zipschedules.com/work-efficiency.html</p>
Employability	<p>Employability refers to a combination of personal traits which enable individuals to enter employment, remain in employment, and progress in their careers.</p> <p>Comment: These traits include:</p> <ol style="list-style-type: none"> a. Personal attributes, including knowledge and skills that are required for employment in an occupation or industry b. Ability to use the personal attributes beneficially in the job/labor market c. Engagement in lifelong learning to acquire knowledge and skills required for an evolving economy <p>Prevailing positive social and economic conditions of the country that support economic growth and development also impact the achievement of employment.</p>
Employment Counseling/ Guidance	<p>Employment counseling/guidance is a process in which individuals improve their employability and self-sufficiency in the labor market.</p> <p>Comment: Employment counseling/guidance includes career counseling/guidance, facilitation of skills upgrading and training, job search strategies, and resilience to maintain and stay in employment.</p>
Empowerment	<p>The process of encouraging and enabling individuals to take greater responsibility to control their own lives and careers, by developing greater confidence in their own capabilities.</p>
Enterprise Skills	<p>Enterprise skills are generic skills that are transferrable across different jobs.</p> <p>Comments: These skills include but are not limited to:</p> <ul style="list-style-type: none"> • commercial awareness • decision making • innovative and original thinking • problem solving • prioritization • strategic thinking • working independently • being able to communicate professionally
Entrepreneur	<p>An entrepreneur is a person who is engaged in the process of designing, launching, or running a business.</p> <p>Comment: The willingness to take risks is an important personality trait usually considered necessary for an entrepreneur because new businesses have a high rate of failure.</p>

Term	Definition
Ethical Standards	<p>Ethical standards are a set of principles that promote values such as honesty, integrity, responsibility, respect and fairness so that decisions and actions can be made in the best interest of stakeholders.</p> <p>Comment: Ethical Standards address issues such as professional competence, human relations, confidentiality and privacy issues, ethical advertising, setting fees and keeping records, training and education requirements, issues that may arise during research or when publishing a study, assessment of clients and therapy.</p>
Evaluation	<p>Evaluation assesses the quality and efficacy of people, programs, services, projects, or institutions.</p> <p>Comment: Evaluations are expected to involve a systematic, rigorous, and meticulous application of scientific methods. It is possible to evaluate project design, implementation, and outcomes. Evaluation may lead to tactical (short-term) and strategic (long-term) planning.</p>
Evaluation Strategy	<p>A plan of action designed to evaluate the quality and success of an intervention or approach.</p> <p>Comment: Evaluation strategies could be used for program implementation, career policy, or individual client outcomes.</p>
Evidence-Based Policy & Practice	<p>Evidence-based policy and practice relates to the need for professionals to quantitatively document the effectiveness of their work to provide solid research for influencing advocacy and public policy.</p>
Expertise	<p>Expertise is the high level of knowledge or skill gained through education, training, and/or experience in a particular field.</p>
Flexicurity	<p>Flexicurity (flexibility + security) refers to the welfare models for benefits and improvement of labor's security and rights.</p> <p>Reference: https://ec.europa.eu/social/main.jsp?catId=102</p>
Gap Year	<p>A gap year makes reference to a break between high school and university or between undergraduate and graduate education.</p> <p>Comment: Gap years are intended to give students a break from academics to discover themselves while considering their education and career choices. Examples of what is done during the gap year include cultural exchange, work experience, internship, examination preparation, or service learning (volunteering to earn academic credit). In Japan there is a similar concept called ro-nin (from the Samurai), to prepare more for an entrance examination or jobs mostly by attending prep school.</p> <p>Sources: <i>Gap Year: How Delaying College Changes People in Ways the World Needs</i> by Joseph O'Shea and https://en.wikipedia.org/wiki/Gap_year</p>
Gender Equity	<p>Gender equity means fair treatment in terms of rights, benefits, obligations, and opportunities for men and women regardless of their personal identity/ orientation/ preference.</p>

Term	Definition
Group Facilitation	<p>A process in which professionals work with a group of people using group dynamics to achieve psycho-educational growth.</p> <p>Comment: 3 Basic principles of facilitation:</p> <ol style="list-style-type: none"> 1. A facilitator is a guide to help people move through a process together. 2. Facilitation focuses on how people participate in the process of learning or planning, not just on what gets achieved. 3. A facilitator is neutral and never takes sides. <p>Source: Community Tool Box (ctb.ku.edu)</p> <p>Examples: Job club, career transition support group, etc.</p>
Guidance	<p>Guidance is a process of giving advice or information to individuals or groups. It may be used interchangeably with “advising.”</p>
Guidance Outcomes	<p>Guidance outcomes result from the choices made by an individual or a group with the help of external assistance.</p> <p>Comment: Guidance outcomes can be immediate and individual-based, immediate and related to the institution that an individual is related to, (school, family or university), or long term and based on the society as a whole. An example of a Guidance Outcome would be that youth are able to make informed decisions.</p>
Guidance Services	<p>Guidance services refer to the systematic and organized procedures that a professional guidance counselor can offer.</p> <p>Comment: It may include counseling services, individual inventory services, psychological testing services, follow-up services, informational services, referral services, consultation, enrichment programs, and research and evaluation services.</p>
Guidance System	<p>Guidance system refers to the entire program that provides guidance.</p> <p>Comment: The guidance services may differ in the target group, i.e. the population it is targeting, the kind of service, i.e. individual or group counseling and qualifications of the practitioner.</p>
Guidance/School Counselor	<p>A guidance/school counselor is a person who assists students to make decisions and resolve problems related to school, educational plans, career plans, or personal concerns.</p> <p>Comment: In some countries the term School Counselor is preferred and in others Guidance Counselor is preferred.</p>
Guided Pathways	<p>Guided pathways is a term used in the USA for organizing college courses into educational plans to clarify choices and help students who are entering college to choose majors that lead to careers.</p>
Guided Pathways Mapping	<p>Guided pathways mapping is the process of specifying the courses included in guided pathways</p>

Term	Definition
Higher Order Thinking Skills	<p>Higher order thinking skills refer to the skills needed to apply academic skills and knowledge to real-world problems.</p> <p>Comment: For example, skills involving analysis, evaluation and synthesis (creation of new knowledge) are thought to be of a higher order than the learning of facts and concepts. Higher-order thinking involves the learning of complex judgmental skills such as critical thinking and problem solving. Higher-order thinking is more difficult to learn or teach but also more valuable because such skills are more likely to be usable in novel situations (i.e., situations other than those in which the skill was learned).</p>
Hope	<p>Hope is the perceived capability to derive pathways to desired goals and motivate oneself via agency thinking to use those pathways.</p> <p>Comment: See <i>Career Flow: A Hope-Centered Approach to Career Development</i> by Spencer G. Niles. Norman E. Amundson, Roberta A. Neault), page 13.</p>
Human Dignity	<p>Human dignity refers to the right to be valued ethically, legally, politically and socially.</p> <p>Reference: https://www.iep.utm.edu/hum-dign/</p>
I/O Psychologist	<p>Industrial-organizational psychology is the branch of <i>psychology</i> that applies psychological theories and principles to organizations.</p> <p>Comments: An Industrial psychologist focuses on recruitment, selection, classification, compensation, performance appraisal, and training of employees. An Organizational psychologist works on socialization, motivation, occupational stress, leadership, group performance, and organizational development.</p> <p>Sources: https://www.verywellmind.com/what-is-industrial-organizational-psychology-2795302</p> <p>Jex, S. M., & Britt, T. W. (2014). <i>Organizational psychology: A scientist-practitioner approach</i> (3rd ed.). John Wiley & Sons Inc.</p>
Immigrants	<p>Immigrants are those people who move from their native country to another country temporarily or permanently for reason other than to visit.</p> <p>Reference: http://www.unesco.org/new/en/social-and-human-sciences/themes/international-migration/glossary/migrant/</p>
Impact	<p>Impact refers to the marked effect or influence, which may or may not be measurable.</p> <p>Comment: The impact may be of an investment or a collectivistic impact which may result from a social change or a research impact.</p>
Inclusion	<p>Inclusion is the policy or practice of making sure that everyone in society has equal access to resources and opportunities.</p> <p>Comment: Groups impacted included socioeconomic, racial and ethnic, gender, and the disabled. Inclusion is often combined in statements with diversity or equity. Inclusion implies that all groups are treated as though they have equal value in the workplace.</p> <p>Sources: Oxford Dictionary Online, Collins Dictionary Online</p>

Term	Definition
Indicator	<p>Indicator is a sign or a symbol which may or may not be represented in numbers used to show the presence of a situation or a state.</p> <p>Comment: An “indicator” may be used to evaluate the effectiveness of a particular psychotherapy or a particular intervention.</p>
Industrial Counselor	<p>Industrial counselor is a professional who provides help and support to employees to further develop work-related performance and behavior, resolve conflicts, and reinforce desired results in the work environment</p> <p>Comment: In Japan, employers hire industrial counselors to attend to the employees, including their mental health.</p>
Industry/Academic Cooperation	<p>Industry/academic cooperation is a reciprocal relationship between the world of work and the world of school for knowledge creation and technology development, improvements in teaching and curriculum design geared towards securing practicum/job placements for students and producing work-ready graduates.</p>
Information Technology (IT)	<p>Information Technology (IT) is the use of systems (such as computers and telecommunications) for information retrieval, transmission and storage.</p> <p>Comment: The term “Information Communication Technology” (ICT) is more commonly used in Europe, but the meaning is equivalent to IT.</p>
Internship	<p>An internship is a short-term experience where an individual works under supervision in a workplace to gain practical skills and experience in a selected occupation and to experience a chosen work environment.</p>
Interpersonal Skills	<p>Interpersonal skills are the behaviors and tactics a person uses to interact with others effectively.</p> <p>Comment: Interpersonal skills relate to the ability to work well with others in the cultural, social, and political context of a work setting.</p> <p>Source: Investopedia (Investopedia.com)</p>
Intrapreneur	<p>An intrapreneur is a person who works within an established business and encourages the business to take risks in an effort to solve a given problem or create innovative practices or services.</p> <p>Comment: Intrapreneurship is a relatively recent concept.</p>
Job	<p>A job is paid employment offered by a specific employer with a specific title, tasks, and duties.</p> <p>Reference: https://www.vocabulary.com/dictionary/job</p>
Job Market	<p>Job market is the number of employment opportunities that are available in a particular place and/or for a particular type of work.</p>

Term	Definition
Job Shadowing	<p>Job shadowing is a work opportunity to follow an existing employee of an organization while at work and observe closely their roles and duties.</p> <p>Comment: The purpose of Job Shadowing is to gain work experience and gleaning an understanding the work context in a specific organization.</p>
Job-search Training	<p>Job-search training is designed to teach people to purposefully search for jobs/employment.</p> <p>Comment: It includes accurate and current information on resources for employment opportunities, developing skills in writing resumes/Curriculum Vitae (CVs), learning interview skills, and effective use of technology for job applications. The training could be virtual, on-site or blended, in groups or on one-to-one basis</p>
Key Competencies	<p>Key competencies are qualities employees, across industries, need to be successful in the workplace.</p> <p>Comment: A cluster of related abilities, knowledge, skills and commitments that enable a person (or an organization) to perform effectively in a job or situation. Competencies effectively fall in three groups:</p> <ul style="list-style-type: none"> • Behavioral Competencies (life skills) • Functional Competencies (technical) • Professional Competencies
Knowledge-Based Society	<p>Knowledge based society refers to the society that utilizes the knowledge of their citizens to succeed in political and economic arenas of a changing world to bring prosperity to people.</p> <p>Reference: https://www.igi-global.com/dictionary/knowledge-based-society/16506; http://www.oas.org/en/topics/knowledge_society.asp</p>
Labor Market	<p>Labor market refers to the supply of and demand for labor, in which employees provide the supply and employers provide the demand.</p> <p>Comments: It is a major component of any economy on macro and micro levels and is intricately linked to business capital, goods, and services.</p>
Labor Market Information	<p>Labor market information (LMI) includes quantitative and qualitative data, analysis or interpretation about the past, present or future structure and workings of the labor market and the factors that influence it.</p> <p>Comment: LMI is needed to inform users about:</p> <ul style="list-style-type: none"> • economic and labor market conditions; • education, qualifications, training and skills; • current and future demand and supply of labor and jobs; and • vacancies and recruitment.
Labor Market Trends	<p>Labor market trends, also called employment trends, refers to changes in the labor market caused by new or different technological, workforce and economic developments, and business processes based on evidence-based research.</p> <p>Comments: These developments may give a clearer view of current workforce and what to expect from prospective employees.</p>

Term	Definition
Learning Outcomes of Guidance	<p>Learning outcomes of guidance refers to the skills or knowledge that an individual has acquired as a result of assistance provided by a trained individual.</p> <p>Comment: Learned skills and competencies should be demonstrated throughout the individual's life as the individual strives to achieve goals and desires.</p>
Liaison	The act of mediating relationships between organizations or people to establish mutual understanding or cooperation.
License	A license (American English) or licence (British English) is an official permission or permit to do, use, or own something (as well as the document containing that permission or permit).
License Term	<p>License term refers to the length of time for which a license is valid.</p> <p>Comment: This protects the licensor should the value of the license increase, or market conditions change. It also preserves enforceability by ensuring that no license extends beyond the term of the agreement.</p>
Licensure	Licensure is administered by a governmental entity for public protection purposes.
Lifelong Guidance	<p>Lifelong guidance refers to providing assistance throughout the lifespan specifically related to career decision-making.</p> <p>Comment: Aspirationally, we believe career-related services should be available throughout the lifespan, regardless of gender or economic status or attending school or university.</p>
Lifelong Learning	All learning opportunities undertaken throughout one's life for continuous improvement of one's personal, social and/or professional growth and development.
Mentoring (Mentorship)	<p>Mentoring is a professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth.</p> <p>Comment: Mentoring is a protected relationship in which learning and experimentation can occur, potential skills can be developed, and in which results can be measured in terms of competencies gained.</p>
Meta-Major	<p>Meta-major is a term used in the USA in higher education to refer to a title given to a cluster (group) of programs and majors that have related courses.</p> <p>Comment: Some common meta-majors include Social and Behavioral Sciences, Arts and Humanities, and STEM (Science, Technology, Engineering, and Mathematics).</p>
Micro-credential	<p>Micro-credentials are certification-style qualifications that individuals choose to learn to improve their knowledge, skills and/or experience in specific areas.</p> <p>Comment: Also known as nanodegrees, micro-credentials are usually granted on completion of short, low-cost courses that provide individuals with a specific set of skills. Micro-credentials are useful for developing new capabilities to remain competitive in the workplace. They also enable individuals to transition to new jobs or settings where specific knowledge and skills may be needed.</p>

Term	Definition
Migrant Workers	<p>Migrant workers are those people that move from one country, state or city to another in search of employment.</p> <p>Reference: https://www.ncbi.nlm.nih.gov/books/NBK379428/</p>
Monitoring	To check or observe the progress or quality of an individual's activities.
Needs Assessment	<p>A needs assessment refers to a systematic process of determining the needs of individuals or organizations, identifying gaps between the current situation and desired conditions/outcomes, so that targeted efforts could be devised to address such needs or gaps.</p> <p>Comment: A needs assessment is part of the planning process, aiming to help individuals or organizations to improve on their current processes, to achieve more desirable outcomes.</p>
NEET	<p>NEET: Abbreviation for Not in Education, Employment, or Training. Refers to a young person who is unemployed and is not engaged in training for work but has completed his/her education.</p> <p>Reference: https://en.oxforddictionaries.com/definition/neet; https://dictionary.cambridge.org/dictionary/english/neet</p>
Networking	<p>The process of interacting with others to add value and exchange information beneficial to one's goals.</p> <p>Comment: Professionals use networking to expand their circles of acquaintances, find job opportunities in their fields, and increase their awareness of new ideas and trends.</p>
Occupation	<p>An occupation is a line of work that individuals become part of by devoting a significant portion of their time performing a recognizable set of duties to earn a living.</p> <p>Comment: A cluster of jobs that are similar enough to be classified under the same title are called an occupation.</p> <p>Reference: http://www.businessdictionary.com/definition/occupation.html</p>
Organization	An organization is a group of people who work together for a common vision and mission.
Organize	<p>To arrange ideas or objects into a logical, orderly structure.</p> <p>Comment: This verb may be used as an attribute of a group of ideas or objects. For example, a well-organized document could be said to have good organization.</p>
Outcome	An outcome is the end result of individuals' or groups' career planning process and actions towards a defined goal or objective.
Outlook	In the labor market context, outlook refers to the expected changes in supply and demand of job openings between now and a specific time in the future.
Output (Quality)	See Outcome

Term	Definition
Outreach	The effort to connect to other organizations or communities to offer services and support mutual needs.
Performance Improvement/Development	Performance Improvement/Development is a program/plan/tool to improve one's way of working so as to achieve the desired results of the job or department.
Performance Measures/Indicators	<p>A list or description of objectives or desired outcomes which is used to judge the success of the services provided.</p> <p>Comment: In career guidance, performance measures often relate to the number and outcome of interventions, client satisfaction level, and successful job placements achieved by the service provider.</p>
Personal Action Planning	The process of setting goals and identifying steps one needs to take to achieve a desired outcome.
Placement	<p>A service for finding a suitable job for someone.</p> <p>Comment: Could be a temporary job for a student or unemployed person.</p> <p>Source: Cambridge dictionary (dictionary.cambridge.org)</p>
Portfolio	<p>A portfolio is a collection of materials showcasing the talents, strengths, competences (skills, knowledge and abilities) and experiences of an individual.</p> <p>Comment: It may include formal qualifications attained, training courses attended, work experiences, and non-work/voluntary activities undertaken by the individual. Awards acknowledging successful work accomplishments and certificates of participation/appreciation may also be included.</p>
Precarious Employment	<p>Precarious employment is temporary employment without benefits or a commitment to future employment.</p> <p>Comment: The term precarious employment is part of a continuum of employment conditions that ranges from the ideal of a secure full-time, year-round, well-compensated, and socially protected employment contract at one end to a high degree of uncertainty and precariousness in different features of the employment relationship at the other.</p>
Problem Solving	<p>The process of finding solutions to difficult or complex issues.</p> <p>Source: Oxford Dictionary</p>
Profession	<p>A profession is a collective of practitioners and practices of given occupations with explicit requirements of expertise, standards, and independent judgement.</p> <p>Comment: Professions require specialized and higher level education or training.</p> <p>Reference: http://www.totalprofessions.com/more-about-professions/what-is-a-profession</p>

Term	Definition
Professionalism	<p>Professionalism is displaying the competence and skill expected of a professional.</p> <p>Comment: Professionalism addresses a combination of behaviors that encompass education, training, good attitude, appropriate dress, teamwork, and being courteous, polite, ethical, and respectful. “Professionalism” is often defined by the people working in the profession.</p>
Proficient	<p>Proficient is being very skillful at something.</p> <p>Comment: Typically, in an art, occupation, or branch of knowledge.</p> <p>Sources: https://www.macmillandictionary.com/dictionary/, https://www.merriam-webster.com/dictionary/</p>
Profile	<p>A brief verbal description of a person or organization.</p> <p>Comment: A profile may consist of a list of characteristics. For example, a counseling service could define a list of information they wish to keep about each client. A profile may consist of composed paragraphs. A profile may identify strengths, skills and achievements that are relevant to others seeking to network or engage in mutual career support.</p> <p>Source: Oxford Dictionary</p>
Profiling	<p>The process of collecting information and analyzing the characteristics of a person. In the context of career development, it may include information about the person’s work values, personality traits, career interests, and skills/competencies.</p> <p>Comment: Jobs or occupations may also be profiled in a career information system to facilitate self- understanding and awareness of the world of work.</p>
Project Plan	<p>A project plan involves mapping and organizing project goals, tasks, schedules, and resources.</p> <p>Comment: A project plan enhances the capacity to deliver on collaborative work obligations.</p>
Promotion	<p>A Promotion is the act of giving an employee a higher level of responsibility and compensation.</p>
Qualitative Evidence	<p>The subjective data that is obtained from interviews or focus group discussions is qualitative evidence. This type of evidence is based on the rich and in-depth analysis of the data.</p>
Quality	<p>Quality refers to a clearly defined set of stakeholder requirements by which results are assessed.</p> <p>Comment: In project management, quality is a measure of a deliverable’s degree of excellence.</p>
Quality Assurance	<p>Quality assurance refers to a set of practices designed to monitor processes and provide confidence that result in deliverables meeting quality expectations.</p> <p>Comment: It may involve quality audits and the stipulated use of best practices.</p>

Term	Definition
Quality Control	<p>Quality control refers to the use of standardized practices to ensure that deliverables meet stakeholder expectations.</p> <p>Comment: It involves not only the definition and identification of unacceptable results but also the management of processes to optimize results.</p>
Quality Management Plan	<p>A quality management plan identifies stakeholders' quality expectations and details quality assurance and quality control policies to monitor results and meet these expectations.</p> <p>Comment: It is part of a project management plan.</p>
Quality Planning	<p>Quality planning involves identifying expected quality standards and creating mechanisms to ensure these standards are met.</p> <p>Comment: It may also recommend corrective action if quality standards are not being met.</p>
Quality System	<p>Quality system refers to a management system designed to ensure that the Training Provider's products and services meet or exceed defined quality standards and are subject to continuous improvement.</p>
Quantitative Evidence	<p>The outcome of surveys, records, or research studies that can be expressed in terms of numerical digits is known as quantitative evidence. It provides an overall picture of the data and is easily comprehensible.</p>
Recognition of Current Competency	<p>The process in which the competency/ies possessed by an individual can be assessed against a relevant unit of competency and may be given recognition through the issuance of an appropriate certificate.</p>
Recognition of Prior Learning (RPL)	<p>The process of assessing learning from prior experiences outside the formal educational system against the relevant unit of competency and may be given recognition through the issuance of an appropriate certificate.</p>
Recruitment	<p>Recruitment is the process of finding, screening, interviewing, hiring and eventually onboarding qualified job candidates.</p> <p>Comment: May also include the process of identifying staffing needed in an organization and interviewing, procuring, and hiring for an open position.</p> <p>Source: Techtarget (techtarget.com)</p>
Reliability	<p>Reliability is a statistical term which refers to the degree to which the result of a measurement can be depended on to be accurate.</p> <p>Comment: The word "reliability" may be used in a less formal way to refer to the level of confidence placed on a research study or measurement test.</p>
Resume (or CV)	<p>A resume is a one-page summary of your work experience and background relevant to the job you are applying to. A CV (Curriculum Vita) is a longer academic diary that includes all your work experiences, certificates, and publications.</p> <p>Source: Zety (zety.com)</p>

Term	Definition
Role Model	<p>A Role model is a person who an individual admires and wants to emulate.</p> <p>Comment: The term “role model” draws on two prominent theoretical constructs: the concept of role and modeling. Therefore, it includes two ideas as follows: Individuals are attracted to people whom they perceive some similarity to; Individuals attend to models because they can be helpful in learning new tasks, skills, and norms.</p> <p>References: Gibson, D. E. (2004). Role models in career development: New directions for theory and research, <i>Journal of vocational behavior</i>, 65(1), 134-156.</p>
Role Transition	<p>Role transition refers to the psychological or physical movement between simultaneously held roles within or between social systems, including disengagement from one role (role exit) and engagement in another role (role entry).</p> <p>References: Ashforth, B.E. & Rogers, K.M. (2010). Role Transitions. In J. M. Levine, & M.A. Hogg (Eds.), <i>Encyclopedia of group processes & intergroup relations</i> (pp. 714-717). Sage Publications, Inc.</p>
Same Wage/Same Labor	<p>Same wage/same labor is the right of individuals, regardless of gender, race, ethnicity, to receive equal remuneration for work of equivalent value</p>
Scalability	<p>Scalability is a characteristic of an individual or concept that can be used with a large or a small system or environment.</p> <p>Comment: It refers to how successfully a capability can be adapted to changes over time, either to an expansion or an increase in responsibility.</p>
School-to-Work Transition	<p>School-to-work transition is the process of moving from education or training to employment, covering the period in which the change takes place.</p> <p>Comment: It can refer to on-the-job training, apprenticeships, cooperative education, work immersion, and other modes of practical placement programs designed to prepare students to obtain and maintain employment.</p>
Screening	<p>A process in which someone’s previous jobs, personal activities, character and competence are assessed in order to determine their suitability for a particular role or purpose.</p>
Self-Awareness/ Self-Knowledge	<p>Self-awareness is one’s recognition and understanding of one’s own personality including feelings, thoughts, and motivation.</p> <p>Comment: Reflection, introspection and personality assessments can aid one in self-awareness. Self-awareness includes interests, strengths, weaknesses, likes, dislikes, values and skills. and the ability to know oneself as an entity separate from the world at large.</p>
Self-Efficacy	<p>An individual’s perception about his/her ability to successfully perform tasks in specific situations.</p>
Self-Management of Career Competencies	<p>Taking personal responsibility for acquiring/developing/enhancing one’s knowledge, skills and attitudes that enable one to successfully perform tasks in a career field.</p>

Term	Definition
Service Learning	<p>Service learning is an educational approach where a student learns through theories in the classroom and at the same time volunteers with an agency and engages in reflection activities to deepen their understanding of what is being taught.</p> <p>Comment: It also provides learners with opportunities to develop skills and gain essential experiences while working with others. An agency is usually a non-profit or social enterprise.</p>
Skill	<p>A Skill is a behavior or an expertise in doing something (Job / Role / Duties / Task / Machinery / Tool).</p> <p>Reference: https://www.ilo.org/public/english/bureau/stat/isco/isco88/publ2.htm</p>
Social Justice	<p>Social justice is the view that everyone deserves equal economic, political, and social rights, privileges and equitable opportunities</p>
Soft Skills	<p>Soft skills are personality traits or competencies required to build interpersonal relationships.</p> <p>Comment: Hard skills are teachable and measurable abilities, such as writing, reading, math or ability to use computer programs. By contrast, soft skills are skills that help you to be a good employee, such as etiquette, communication and listening, getting along with other people. Soft skills are sometimes called essential skills or emotional intelligence.</p> <p>Reference: https://searchcio.techtarget.com/definition/soft-skills</p>
Stakeholder	<p>A Stakeholder is a person/group who is positively or negatively impacted by a project, initiative, policy or organization.</p>
Stop Out	<p>To stop out is to withdraw temporarily from higher education or employment.</p> <p>Comment: Typically to stop out includes the idea that one is pursuing a different activity for an indefinite period of time.</p> <p>Sources: Oxford Dictionary Online</p>
Strategic Skills	<p>Strategic skills refers to the ability to assess and make effective future plans.</p> <p>Reference: https://www.cssp.com/cd0808b/criticalstrategicthinkingskills/; https://www.roberthalf.com.au/career-advice/career-development/strategic-thinking-skills</p>
Supervision	<p>The process of overseeing the work of others to assure that goals are met and quality standards are observed.</p>
Talent Development	<p>Talent development refers to the human resources to design, attract, develop and retain motivated employees.</p> <p>Comment: “Talent” refers to employees.</p> <p>Source: Association for Talent Development (td.org)</p>

Term	Definition
Training	<p>Training is the process of learning the skills that you need for a particular job or activity.</p> <p>Comment: Training is typically short term and specific to the job.</p> <p>Source: Collins (collinsdictionary.com)</p>
Transferable Skills	<p>Transferable skills are a broad set of knowledge and competencies acquired from a variety of life situations such as education, work, and civic engagement that can be used in other settings.</p> <p>Comment: In some countries the term transversal skill is used as an alternative term.</p>
Transition	<p>Transition is a period of time when a person is going through the process of changing their role or focus of their career.</p> <p>Comment: This process could occur during times of education and training, work place promotion, job search, and retirement. The term transition suggests both a process of change and the period during which the change is taking place.</p>
Validation of Non-Formal and Informal Learning	See Recognition of Prior Learning
Validity	Validity is a statistical term that indicates the extent to which a test measures what it claims to measure.
Vocation	<p>A vocation means answering the call to work because of a feeling of deep attraction.</p> <p>Comment: A vocation can be an occupation or can imply working for a higher or greater good. For example, both a doctor and a religious leader can be said to have a vocation.</p> <p>Reference: http://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/WhatisVocation/</p>
Vocational Guidance	See Career Guidance
Vocational Identity	<p>Vocational identity refers to having a clear and secure understanding of one's career goals, abilities, talents, educational interests, and personal values.</p> <p>Comment: An individual with a strong vocational identity would have a clear sense of his/her goals, interests, skills, suitable occupational choices, and confidence in making career decisions.</p>
Vulnerable	<p>A vulnerable person needs special care, support, or protection because of age, disability, or risk of abuse or neglect.</p> <p>Comment: Vulnerable people include those living in poverty, needing special care, support, or protection because of age, disability, or risk of being abused or neglected. There are educational and social agencies that provide specialized services for the vulnerable.</p> <p>Source: https://www.lexico.com/definition/</p>

Term	Definition
Walkabout	<p>Walkabout is when an individual, for an indefinite period of time, travels by vehicle or foot for the expressed purpose of personal growth.</p> <p>Comment: The idea of walkabout has been taken from an indigenous Australian practice where males between the ages of 10 – 16 travel alone through the wilderness for up to six months “...to make the spiritual and traditional transition into manhood.” It has been compared to wanderlust (ho-ro-heki in Japanese) which is “...a strong desire to travel and explore the world.”</p> <p>Sources: Wikipedia - https://en.wikipedia.org/wiki/Walkabout, https://en.wikipedia.org/wiki/Wanderlust</p>
Work	<p>Work is productive activities that individuals engage in by exerting themselves mentally and/or physically.</p>
Work Environment	<p>Work environment refers to the elements that comprise the setting in which employees work and impact workers.</p> <p>Source: https://www.glassdoor.com/index.htm</p>
Work Experience	<p>Definition #1: Work experience is made up of knowledge, skills and competencies a person gains while working in various fields or occupations during their working life.</p> <p>Definition #2: Work experience is a shorter-term work period intended for familiarization with work environments for educational and training purposes.</p> <p>Comment: The short-term experience can be paid or unpaid and often falls in the context of an internship. (See Internship)</p>
Work-based Learning	<p>Work-based learning is directly applicable to an occupation and focuses on the application of theoretical knowledge and technical skills.</p> <p>Comment: It provides exposure to the challenges and real-life setting of a job to increase and develop employability. It can be in the form of an internship/externship, on-the-job-training or apprenticeship.</p>
Workforce Planning	<p>Workforce planning is the process of analyzing, forecasting, and planning workforce supply and demand, assessing gaps, and determining target talent management interventions to ensure that an organization has the right people - with the right skills in the right places at the right time.</p> <p>Source: https://www.nih.gov/</p>