

ACSCI Standards

for Computer-based Systems of Career Information

ACSCI believes people, from youth through retirement, should have ready access to high-quality career information and related services to use for their own career planning purposes. These standards describe the meaning of quality and ethical practice for those who provide career information and services in the field of career development.

Computerized information and services range from highly specific components, aimed at a single career development function, to comprehensive systems.

The core standards apply to all products and services. Single- or multi-component systems also need to adhere to relevant component and integration standards.

Comprehensive career information delivery systems provide work-related and educational information in an environment characterized by multiple audiences, accountability, user support and training. For them, an additional set of ACSCI standards applies.

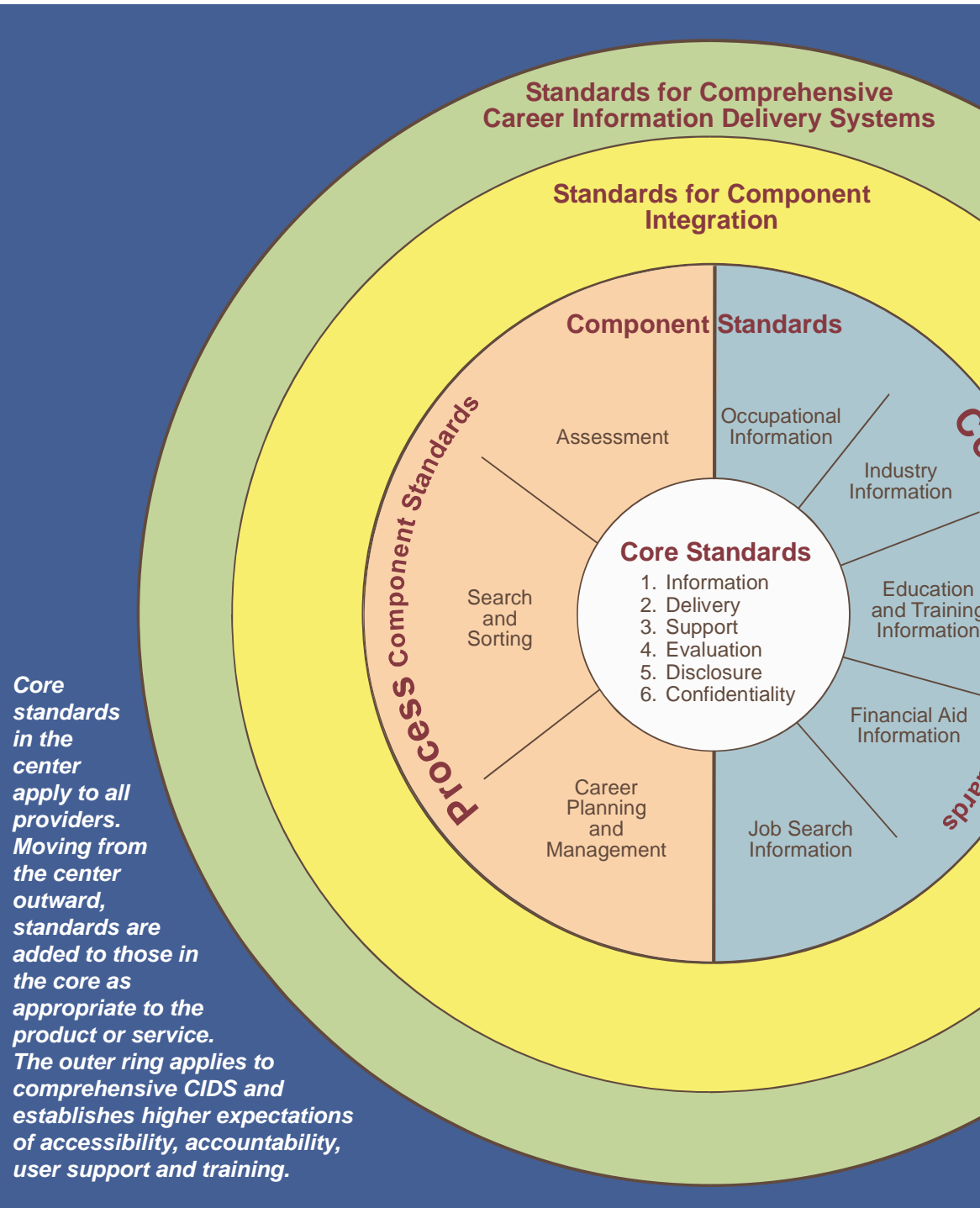
The ACSCI standards and related implementation materials are available on our web site, <http://www.acsci.org>



*The Association of
Computer-based Systems
for Career Information*

**Standards
for
Excellence
and
Ethical
Practices**

<http://www.acsci.org>



CORE STANDARDS apply to all career information products and services:

Information:

- Accurate
- Current
- Developmentally Appropriate and Relevant
- Specific
- Understandable
- Unbiased

Delivery:

- User Support
- User Interfaces
- Links

Support:

- Processes
- Content
- Technical Assistance
- Access for Persons with Disabilities

Evaluation:

- Evaluation Plan
- Use of Feedback
- Research

Disclosure:

- Purpose
- Vested Interests
- Intended Audiences
- Provider Contact Information
- Major Sources of Information
- Appropriate Use
- Finances
- Data Collection and Use

Confidentiality:

- Informed Consent for Data Collection and Release
- Rationale for Data Collection
- Data Security
- Secure Processing of Confidential Data
- Research

COMPONENT STANDARDS apply to specific process or content components:

Process Component Standards

Assessment:

- Appropriate Use
- Use and Audience
- Gender-specific Language
- Instructions
- Need for Trained Professional
- Alternative Access
- Retention and Disclosure of Results
- Technical Data
- Costs

Search and Sorting:

- Empirical Relationship
- Sufficiency of Search Characteristics
- Relevant Characteristics
- Third-party Information Sources
- Scope of Information Being Searched/Sorted

Career Planning and Management:

- Informed Decision-Making
- Changes
- Access
- Conditions and Costs
- Withdrawal
- Maintenance

Content Component Standards

Occupational Information:

- Scope
- Minimum Topics
- Additional Topics
- Consistency
- Source Citation

Industry Information:

- Basic Industry Information
- Supplemental Industry Information
- Consistency
- Sources

Education and Training Information:

- Program and Training Information
- School Topics
- Criteria for Inclusion
- Consistency
- Time Period of Applicability

Financial Aid Information:

- Requisite Elements
- Rationale for Inclusion
- Number of Awards and Applicants
- Dates
- Annual Update
- Matching
- Informed Consent
- Consistency

Job Search Information:

- Appropriateness to Audience
- Costs
- Currency

INTEGRATION STANDARDS apply to multi-component systems with interrelated components:

Component Relationship Integrity:

- Relationship Quality
- Relationship Limitations

Relationship Transparency:

- Explaining Significant Relationships

Expressing Component Integration:

- Need for Judgment and Personal Review and Confirmation
- Disclosure of Linking Strategy

Expressing Relatedness:

- Degree of Relatedness
- Validity Parameters
- Additional Qualifications

COMPREHENSIVE SYSTEM STANDARDS

apply to career information delivery systems that provide work-related and educational information in an environment characterized by multiple audiences, accountability, user support and training:

Accessibility:

- Standard Equipment
- Interface Design
- Use by Persons with Disabilities

Privacy and Confidentiality:

- Saving and Storing Information
- Data Collection, Storage, and Sharing

Services and Support:

- Marketing Plan
- Systematic Audience Contact
- Public Information
- System Documentation
- Instructions and Help Files
- Technical Assistance
- Appropriate-use Assistance
- Staff Support and Consultation

Localization of Key Information:

- Localization of Labor Market Information
- Localization of Education and Training Information
- Customization for State Education and Workforce Initiatives
- Local Data Input

Feedback and Evaluation:

- Communication with Site Practitioners
- User Response Process
- Advisory Group(s)

Accountability:

- Organizational Identity
- Mission and Goals
- Responsible Party
- Professional Standards
- Professional Development
- Professional Involvement
- Identification of Vested Interest
- Research and Development

Benefits

ACSCI believes these standards will:

- Foster excellence in career information products and services;
- Encourage improvement through continuous self-study and evaluation;
- Serve as a consumer evaluation tool for selecting career information products and services; and
- Assure the public that member systems, products and services have clearly defined and appropriate standards.