

# ADVICE AND GUIDANCE

MAP OF NVQ LEVEL 4 LEARNING, DEVELOPMENT AND SUPPORT SERVICES FOR CHILDREN, YOUNG PEOPLE AND THOSE WHO CARE FOR THEM AGAINST THE LEVEL 6 DIPLOMA IN CAREER GUIDANCE AND DEVELOPMENT

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ADVICE AND  
GUIDANCE

## OVERVIEW

This guide shows the evidence that an individual will have from certificated units of the Level 4 NVQ in Learning, Development and Support Services for Children, Young People and those who care for them which can contribute as evidence to meet the assessment criteria of the QCF-based Level 6 Diploma in Career Guidance and Development.

In order for this evidence to be acceptable, the individual will need to have completed the NVQ units in a career-related context.

If knowledge can be inferred from practical application, this has been taken into consideration within the guide.

## DEFINITIONS OF COVERAGE

Coverage of the assessment criteria by the performance criteria or knowledge/understanding from the NVQ is classed as one from **full**, **partial** or **none**.

### **Full:**

Where the candidate has successfully completed the NVQ unit, it can be accredited against the particular assessment criterion.

### **Partial:**

Where the candidate has evidence from the NVQ unit that could be used to contribute towards this assessment criterion, however additional evidence would be required. Where this is the case, a suggestion is provided as to how this additional evidence could be provided but this is not prescriptive and the candidate and assessor could agree an alternative method.

### **None:**

The performance criteria or knowledge/understanding from the NVQ do not cover the assessment criteria of the Level 6 Diploma.

## LEVEL 6 DIPLOMA IN CAREER GUIDANCE AND DEVELOPMENT

### Mandatory units

|   |                         |
|---|-------------------------|
| Preparing to work in the career information, advice and guidance sector                         | <b>Partial coverage</b> |
| Reflecting on and improve professional practice   | <b>Partial coverage</b> |
| Career guidance theory  | <b>No coverage</b>      |
| Agree the purpose of client-centred guidance interviews and maintain communication with clients | <b>Partial coverage</b> |
| Explore and agree the career guidance and development needs of clients                          | <b>Partial coverage</b> |
| Use career and Labour Market Information with clients   | <b>No coverage</b>      |
| Work with other agencies for the benefit of clients and the organisation                        | <b>Partial coverage</b> |

### Optional units

## LEVEL 6 DIPLOMA IN CAREER GUIDANCE AND DEVELOPMENT

### Optional units

|  |                         |
|--|-------------------------|
| Advocate on behalf of clients  | <b>Partial coverage</b> |
| Plan, deliver and evaluate career-related learning in groups   | <b>Partial coverage</b> |
| Source, evaluate and use Labour Market Information with clients                                      | <b>No coverage</b>      |
| Undertake research on behalf of the service  | <b>No coverage</b>      |
| Use diagnostic and assessment tools with clients   | <b>No coverage</b>      |
| Understand how to support specific client groups to overcome barriers to learning, training and work | <b>No coverage</b>      |
| Provide ongoing support to clients   | <b>No coverage</b>      |
| Promote career-related learning to clients   | <b>No coverage</b>      |
| Prepare to deliver services to clients in an outreach setting  | <b>No coverage</b>      |
| Obtain and organise career-related information to support clients                                    | <b>No coverage</b>      |
| Engage with support networks to help clients to meet their career-related needs                      | <b>Partial coverage</b> |
| Evaluate service provision   | <b>No coverage</b>      |
| Assist clients to apply for learning, training and work  | <b>No coverage</b>      |

### Mandatory units

## Unit: Preparing to work in the career information, advice and guidance sector

|   | Covered by NVQ Level 4 Learning Development and Support Services   | Coverage   | Suggested ways to meet those assessment criteria that are partially covered                  |
|---|--|--|--|
| <b>Learning Outcome: 1</b><br>Understand the career information, advice and guidance sector   | <b>AC 1.1</b> 2.1.5 / 2.2.4 / Knowledge 8, 25, 26, 27  | Full   |  |
|   | <b>AC 1.2</b> 2.2.5 / 2.2.6 / Knowledge 28, 31   | Full   |  |
|   | <b>AC 1.3</b>  | None   |  |
|   | <b>AC 1.4</b> AG 2.2.4 / Knowledge 25-28   | Full   |  |
| <b>Learning Outcome: 2</b><br>Understand own careers information, advice and guidance organisation  | <b>AC 2.1</b> 2.1.5 h  | Partial  | Statement needed to cover values   |
|   | <b>AC 2.2</b>  | None   |  |
| <b>Learning Outcome: 3</b><br>Understand roles within the careers information, advice and guidance organisation   | <b>AC 3.1</b>  | None   |  |
|   | <b>AC 3.2</b> 2.3.1 / 2.3.2 / 2.2.3  | Partial  | Statement to cover analysis of own role and responsibilities                                 |
|   | <b>AC 3.3</b>  | None   |  |
| <b>Learning Outcome: 4</b><br>Understand working practices within the careers information, advice and guidance organisation   | <b>AC 4.1</b> 4.2.6 / 4.2.7 / Knowledge 4  | Full   |  |
|   | <b>AC 4.2</b> 2.1.5 / 2.1.7 / 2.1.9  | Full   |  |
|   | <b>AC 4.3</b> 6.2.1  | Full   |  |
|   | <b>AC 4.4</b> 3.3.7 / 5.1.9 / 7.2.9 / 10.3.8 / 11.2.8 / 14.1 all / 41.2.7  | Full if any of these units have been successfully completed    |  |
| <b>Learning Outcome: 5</b><br>Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation | <b>AC 5.1</b> All of units 1, 25, 6, 12 / 2.1.8 Knowledge 3 / 3.1.7 Knowledge 11 / 4.2.2 Knowledge 1 / Unit 5 Knowledge 1 / 7.1.6 Knowledge 11 / 10.1.7 Knowledge 11 / 11.1.8 Knowledge 11 / 14.1.7 Knowledge 6 / 20.1.5 Knowledge 7 / Unit 21 Knowledge 20 / 24.3 all / 41.1.8 Knowledge 17 / 42.2.4 Knowledge 19 | Partial if any of these units have been successfully completed | Statement to cover analysis of the impact  |
|   | <b>AC 5.2</b> 2.3.1 / 2.3.2 / 2.3.3  | Partial  | Statement to cover the range of codes of practice used in the organisation and their impact. |
| <b>Learning Outcome: 6</b><br>Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation                     | <b>AC 6.1</b> Unit 25 all  | Partial  | Statement to cover actual principles   |
|   | <b>AC 6.2</b> All of units 1, 25, 6, 12 / 2.1.8 Knowledge 3 / 3.1.7 Knowledge 11 / 4.2.2 Knowledge 1 / Unit 5 Knowledge 1 / 7.1.6 Knowledge 11 / 10.1.7 Knowledge 11 / 11.1.8 Knowledge 11 / 14.1.7 Knowledge 6 / 20.1.5 Knowledge 7 / Unit 21 Knowledge 20 / 24.3 all / 41.1.8 Knowledge 17 / 42.2.4 Knowledge 19 | Partial if any of these units have been successfully completed | Statement to cover analysis of the impact  |

## Unit: Reflect on and improve professional practice

|  | Covered by NVQ Level 4 Learning Development and Support Services | Coverage | Suggested ways to meet those assessment criteria that are partially covered   |
|--|--|----------|---|
| <b>Learning Outcome: 1</b><br>Understand reflective practice   | <b>AC 1.1</b>  | None     |   |
|  | <b>AC 1.2</b>  | None     |   |
| <b>Learning Outcome: 2</b><br>Understand methodologies used to reflect on practice   | <b>AC 2.1</b> 2.1.1 / 2.1.2 / 2.1.3 Knowledge 1 - 5              | Partial  |   |
|  | <b>AC 2.2</b> 2.1.3 / 2.1.9 Knowledge 5, 17                      | Partial  |   |
| <b>Learning Outcome: 3</b><br>Understand the need for continuous professional development as a careers information, advice and guidance practitioner | <b>AC 3.1</b> Unit 2 all / Knowledge 19 - 40                     | Partial  | Statement to cover the analysis of the role of continuous professional development in professional updating and improvement of practice |
|  | <b>AC 3.2</b> 2.2.8 / Knowledge 34                               | Full     |   |
| <b>Learning Outcome: 4</b><br>Be able to reflect on own performance as a career information, advice and guidance professional                        | <b>AC 4.1</b> 2.1 all / Knowledge 1 - 18                         | Full     |   |
|  | <b>AC 4.2</b> 2.1 all / Knowledge 1 - 18                         | Full     |   |
|  | <b>AC 4.3</b> 2.1.8 / Knowledge 13 - 16                          | Full     |   |
| <b>Learning Outcome: 5</b><br>Be able to improve own practice through continuous professional development  | <b>AC 5.1</b> 2.2.1 / Knowledge 19 - 21                          | Full     |   |
|  | <b>AC 5.2</b> 2.2.3 / Knowledge 23, 24                           | Full     |   |
|  | <b>AC 5.3</b> 2.2.8 / Knowledge 34, 35                           | Full     |   |
|  | <b>AC 5.4</b> 2.2.10 / Knowledge 39, 40                          | Full     |   |

## Unit: Agree the purpose of client-centred career guidance interviews and maintain communication with clients

|   | Covered by NVQ Level 4 Learning Development and Support Services | Coverage | Suggested ways to meet those assessment criteria that are partially covered   |
|---|--|----------|---|
| <b>Learning Outcome: 1</b><br>Understand techniques used to agree the purpose of careers guidance interviews with clients | AC 1.1   | None     |   |
|   | AC 1.2 3.1.3 / Knowledge 4                                       | Partial  | Statement to cover the analysis of techniques used to agree the purpose of careers guidance interviews with clients |
|   | AC 1.3   | None     |   |
| <b>Learning Outcome: 2</b><br>Understand the media used to communicate with clients                                       | AC 2.1   | None     |   |
|   | AC 2.2   | None     |   |
| <b>Learning Outcome: 3</b><br>Be able to agree with clients the purpose of career guidance interviews                     | AC 3.1 3.1.3 / Knowledge 4 - 7 / 3.1.4                           | Full     |   |
|   | AC 3.2   | None     |   |
|   | AC 3.3   | None     |   |
| <b>Learning Outcome: 4</b><br>Be able to maintain communication with the client during the client-centred interview       | AC 4.1 3.1.2 / Knowledge 3                                       | Partial  |   |
|   | AC 4.2 3.2.5 Knowledge 22  | Full     |   |
|   | AC 4.3 3.3.5 / Knowledge 35                                      | Full     |   |
|   | AC 4.4 3.3.7   | Full     |   |

## Unit: Explore and agree the career guidance and development needs of clients

|  | Covered by NVQ Level 4 Learning Development and Support Services  | Coverage | Suggested ways to meet those assessment criteria that are partially covered  |
|--|---|----------|--|
| <b>Learning Outcome: 1</b><br>Understand methodologies to explore client career guidance and development needs               | <b>AC 1.1</b> 3.1.4 / 3.1.5 / 3.1.6 / 3.1.7 / Knowledge 5 - 14  | Partial  | Statement to cover evaluation of the methodologies to explore the career guidance and development needs of clients   |
|  | <b>AC 1.2</b> 10.2.3 / 10.2.4 / 10.2.5 / Knowledge 18 – 23 / 10.3.1 / 10.3.3 / 10.3.4 / 10.3.5 / Knowledge 26, 29, 30, 31, 32, 33 | Partial  | Statement to cover evaluation of the methodologies used to develop client decision-making skills with respect to their career guidance and development needs |
| <b>Learning Outcome: 2</b><br>Understand methods to agree client career guidance and development needs                       | <b>AC 2.1</b> 10.3 all / Knowledge 35 - 41  | Partial  | Statement to cover evaluation of the methods used to agree career guidance and development options   |
|  | <b>AC 2.2</b> 10.3.3 / 10.3.4 / 10.3.5 / 10.3.7 / Knowledge 29 - 33   | Partial  | Statement on analysis of the ways to include clients in the planning of career guidance and development options  |
| <b>Learning Outcome: 3</b><br>Understand how to evaluate the impact on clients of career guidance and development            | <b>AC 3.1</b> 41.1.1 / Knowledge 1 - 3  | Partial  | Statement to cover critical analysis of the methodologies used   |
| <b>Learning Outcome: 4</b><br>Be able to analyse client career guidance and development needs                                | <b>AC 4.1</b> 3.1.4 / 3.1.5 / 3.1.6 / 3.1.7 / Knowledge 5 – 14 / 10.1.3 / Knowledge 5 - 7   | Full     |  |
|  | <b>AC 4.2</b> 10.2 all / 10.3 all / Knowledge 15 - 41   | Full     |  |
|  | <b>AC 4.3</b>   | None     |  |
| <b>Learning Outcome: 5</b><br>Be able to agree action plans with clients to meet their career guidance and development needs | <b>AC 5.1</b> 11.1 all / 11.2 all / Knowledge 1 - 29  | Full     |  |
|  | <b>AC 5.2</b> 11.2.2 / 11.1.4 / 11.1.5 / Knowledge 6, 7, 16, 17   | Full     |  |
| <b>Learning Outcome: 6</b><br>Be able to evaluate with clients the impact of career guidance and development                 | <b>AC 6.1</b> 41.1 all / Knowledge 1 - 18   | Full     |  |
|  | <b>AC 6.2</b> 41.1.3 / 41.1.4 / 41.1.7 / Knowledge 5 – 8, 14 - 16   | Full     |  |
|  | <b>AC 6.3</b> 11.2.8 / Knowledge 28, 29   | Full     |  |



## Unit: Work with other agencies for the benefit of clients and the organisation

|  | Covered by NVQ Level 4 Learning Development and Support Services | Coverage | Suggested ways to meet those assessment criteria that are partially covered |
|--|--|----------|---|
| <b>Learning Outcome: 1</b><br>Understand the characteristics of networks that support career information, advice and guidance                | <b>AC 1.1</b>  | None     |   |
|  | <b>AC 1.2</b>  | Full     |   |
| <b>Learning Outcome: 2</b><br>Understand the networks supporting the delivery of career information, advice and guidance by the organisation | <b>AC 2.1</b>  | None     |   |
|  | <b>AC 2.2</b>  | None     |   |
|  | <b>AC 2.3</b> 4.2.4  | Full     |   |
| <b>Learning Outcome: 3</b><br>Understand the benefit of specialist support to meet the needs of clients and the service                      | <b>AC 3.1</b> 7.1.1 / Knowledge 1 - 4                            | Partial  | Statement to cover evaluation of the sources of specialist                  |
|  | <b>AC 3.2</b> 7.1.3 / Knowledge 7 - 8                            | Full     |   |
| <b>Learning Outcome: 4</b><br>Understand the principles of negotiation   | <b>AC 4.1</b>  | Full     |   |
| <b>Learning Outcome: 5</b><br>Be able to collaborate with other agencies for the benefit of clients and the organisation                     | <b>AC 5.1</b> 4.1 all / 4.2 all                                  | Full     |   |
|  | <b>AC 5.2</b>  | None     |   |
|  | <b>AC 5.3</b>  | None     |   |
| <b>Learning Outcome: 6</b><br>Be able to refer clients to sources of specialist support  | <b>AC 6.1</b> 7.2.1 / Knowledge 15,16                            | Full     |   |
|  | <b>AC 6.2</b> 7.2 all / Knowledge 15 - 30                        | Full     |   |
|  | <b>AC 6.3</b>  | None     |   |
|  | <b>AC 6.4</b> 7.2.9 / Knowledge 28 - 30                          | Full     |   |

## Unit: Advocate on behalf of clients

|   | Covered by NVQ Level 4 Learning Development and Support Services        | Coverage | Suggested ways to meet those assessment criteria that are partially covered  |
|---|---|----------|--|
| <b>Learning Outcome: 1</b><br>Understand the principles and practice of advocacy                          | <b>AC 1.1</b>   | None     |  |
|   | <b>AC 1.2</b> 40.3 all / 19.2 all Knowledge 8 - 16                      | Partial  | Statement to cover evaluation of the advocacy techniques   |
| <b>Learning Outcome: 2</b><br>Understand the role and purpose of advocating on behalf of clients          | <b>AC 2.1</b> 40.1 all / 19.1 all Knowledge 1 - 7                       | Partial  | Statement covering analysis of when advocacy is necessary  |
|   | <b>AC 2.2</b> 19.1.6 Knowledge 5  | Partial  | Statement to cover different ways of approaching the client  |
|   | <b>AC 2.3</b> 19.1 all Knowledge 1 - 7                                  | Partial  | Statement to cover evaluation of the services  |
|   | <b>AC 2.4</b> 40.3 all / 19.2 all                                       | Partial  | Statement to cover critical evaluation of the knowledge and skills needed to advocate on behalf of clients with third parties. |
| <b>Learning Outcome: 3</b><br>Be able to advocate on behalf of clients to meet their career-related needs | <b>AC 3.1</b> 40.1.1 / 40.3.1 / 19.2.1 / 19.2.2 / 19.2.3 / Knowledge 11 | Full     |  |
|   | <b>AC 3.2</b> 40.3 all / 19.2 all / Knowledge 8 - 16                    | Full     |  |
|   | <b>AC 3.3</b> 40.3.5 / 19.2.7   | Full     | Statement to cover consulting with clients   |
|   | <b>AC 3.4</b> 40.3.1 / 19.2.8   | Partial  | Statement to cover outcome of the actual advocacy and how this meets clients' needs and what the implications are              |
|   | <b>AC 3.5</b> 40.3.6 / 19.2.6   | Full     |  |

## Unit: Plan, deliver and evaluate career-related learning in groups

|  | Covered by NVQ Level 4 Learning Development and Support Services  | Coverage                                       | Suggested ways to meet those assessment criteria that are partially covered |
|--|---|--|---|
| <b>Learning Outcome: 1</b><br>Understand theories of how people learn in groups  | <b>AC 1.1</b> Unit 34 / Knowledge 4, 10 / Unit 35 / Knowledge 4, 5, 6   | Partial  | Statement to cover critical analysis  |
|  | <b>AC 1.2</b> Unit 34 / Knowledge 4, 10 / 35.1. all   | Full   | Statement to cover principles   |
|  | <b>AC 1.3</b> 35.1 all  | Partial  | Statement to cover analysis of the impact                                   |
|  | <b>AC 1.4</b>   | None   |   |
| <b>Learning Outcome: 2</b><br>Understand methodologies to plan, deliver and evaluate career-related learning in groups to meet needs | <b>AC 2.1</b> Unit 24 all / 34.2 / Knowledge 10 – 19 / Unit 35 all  | Partial  |   |
|  | <b>AC 2.2</b>   | None   |   |
|  | <b>AC 2.3</b> Unit 24 all / Unit 34 all / Unit 35 all   | Partial  |   |
|  | <b>AC 2.4</b> 34.2.6 / Unit 35 all  | Partial  |   |
|  | <b>AC 2.5</b> 24.1.4 / 24.1.5 / 27.1.7 / 24.2.1 / 34.3 / Knowledge 19 – 28 / 35.1.7   | Full   |   |
|  | <b>AC 2.6</b> 34.1.3 / 34.1.4 / 34.1.5 / 34.1.8 / 34.2.4 / Knowledge 4, 5, 7, 10, 12, 13 16 / 35.1.2 / 35.1.7 / Knowledge 19 - 28 | Full   |   |
|  | <b>AC 2.7</b> 35.1 all  | None   |   |
| <b>Learning Outcome: 3</b><br>Be able to plan career-related learning in groups  | <b>AC 3.1</b>   | None   |   |
|  | <b>AC 3.2</b>   | None   |   |
| <b>Learning Outcome: 4</b><br>Be able to deliver career-related learning in groups   | <b>AC 4.1</b> Unit 24 all / Unit 34 all / Unit 35 all   | Full if groups were on career-related learning |   |
|  | <b>AC 4.2</b> Unit 24 all / 34.1.3 / Unit 35 all  | Full   |   |
|  | <b>AC 4.3</b> 24.1.6 / Unit 34 all / Unit 35 all  | Partial  |   |
|  | <b>AC 4.4</b>   | None   |   |
| <b>Learning Outcome: 5</b><br>Be able to evaluate career-related learning in groups  | <b>AC 5.1</b> 34.2.8 / Knowledge 8, 11, 18  | Partial  | Statement to cover full evaluation with clients                             |
|  | <b>AC 5.2</b>   | None   |   |

**Unit: Engage with support networks to help clients to meet their career-related needs**

|  | <b>Covered by NVQ Level 4 Learning Development and Support Services</b> | <b>Coverage</b> | <b>Suggested ways to meet those assessment criteria that are partially covered</b> |
|--|---|-----------------|--|
| <b>Learning Outcome: 1</b><br>Understand the principles and rationale for working with support networks to help clients to meet their career-related needs | <b>AC 1.1</b> Unit 36 Knowledge 2, 5                                    | Partial         | Statement to cover analysis of the rationale                                       |
|  | <b>AC 1.2</b> Unit 36 all   | Partial         | Statement to cover evaluation of the ways  |
|  | <b>AC 1.3</b> Unit 36 Knowledge 19                                      | Partial         | Statement to cover confidentiality   |
| <b>Learning Outcome: 2</b><br>Be able to agree how support networks will help clients to meet their career-related needs                                   | <b>AC 2.1</b> Unit 36 Knowledge 2, 5                                    | Full            |  |
|  | <b>AC 2.2</b> Unit 36 all   | None            |  |
|  | <b>AC 2.3</b> Unit 36 Knowledge 19                                      | None            |  |
|  | <b>AC 2.4</b> Unit 36 Knowledge 19                                      | None            |  |

**Unit: Career guidance theory**

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**Unit: Use career and Labour Market Information with clients**

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**Unit: Source, evaluate and use Labour Market Information with clients**

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**Unit: Undertake research on behalf of the service**

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**Unit: Use diagnostic and assessment tools with clients**

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**Unit: Understand how to support specific client groups to overcome barriers to learning, training and work**

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**Unit: Provide ongoing support to clients**

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**Unit: Promote career-related learning to clients**

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**Unit: Prepare to deliver services to clients in an outreach setting**

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**Unit: Obtain and organise career-related information to support clients**

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**Unit: Evaluate service provision**

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**Unit: Assist clients to apply for learning, training and work**

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*The performance criteria or knowledge/understanding from the NVQ do not cover the assessment criteria of these units of the Level 6 Diploma in Career Guidance and Development. Candidates will need to complete the units in full.*



**ADVICE AND GUIDANCE**

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Map of NVQ Level 4 Learning, Development and Support Services for Children, Young People and those who care for them against the Level 6 Diploma in Career Guidance and Development

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