

ADVICE AND GUIDANCE

MAP OF NVQ LEVEL 3 LEARNING, DEVELOPMENT AND SUPPORT
SERVICES AGAINST THE LEVEL 4 DIPLOMA IN CAREER INFORMATION
AND ADVICE.

Click anywhere on this page to continue...

ADVICE AND
GUIDANCE

OVERVIEW

This guide shows the evidence that an individual will have from certificated units of the NVQ Level 3 in Learning Development and Support Services and which can contribute as evidence to meet assessment criteria of the QCF Level 4 Diploma in Career Information and Advice.

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 4 Diploma.

LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

Mandatory units

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

Partial coverage

Reflecting on practice and continuous professional development

Partial coverage

Career choice theories and concepts to support clients

Partial coverage

Meeting the career-related information needs of clients

Partial coverage

Interview clients to determine their need for career information, advice and guidance

Partial coverage

Optional units

Level 4 Diploma in Career Information and Advice against NVQ Level 3 in Learning Development and Support Services

LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

Optional units

Explore and agree how to meet the career-related needs of clients	No coverage
Assist clients to apply for learning, training and work	No coverage
Assist clients to review the achievement of career-related actions	No coverage
Evaluate service provision	No coverage
Engage with support networks to help clients to meet their career-related needs	No coverage
Provide ongoing support to clients	No coverage
Plan and deliver career-related learning in groups	Partial coverage
Obtain and organise career-related information to support clients	No coverage
Prepare to deliver services to clients in an outreach setting	No coverage
Promote career-related learning to clients	No coverage
Refer clients to sources of specialist support to meet their needs	Partial coverage
Source, evaluate and use Labour Market Information with clients	No coverage
Understand how to support specific client groups to overcome barriers to learning, training and work	No coverage
Operate within networks to support the delivery of the service	Partial coverage
Negotiate on behalf of clients	No coverage
Use diagnostic and assessment tools with clients	No coverage
Advocate on behalf of clients	No coverage
Undertake research on behalf of the service	No coverage

Mandatory units

Level 4 Diploma in Career Information and Advice against NVQ Level 3 in Learning Development and Support Services

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

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the career information, advice and guidance sector	AC 1.1 4.1.2 / Knowledge 9, 10	Partial	Statement to cover how the organisation fits into the career information, advice and guidance sector.
	AC 1.2	None	
	AC 1.3	None	
	AC 1.4 3.2.6 / Knowledge 2, 8, 29	Partial	Statement on evaluating different methods to keep up to date with developments in the sector.
Learning Outcome: 2 Understand own careers information, advice and guidance organisation	AC 2.1	None	
	AC 2.2	None	
Learning Outcome: 3 Understand roles within the careers information, advice and guidance organisation	AC 3.1	None	
	AC 3.2	None	
	AC 3.3	None	
Learning Outcome: 4 Understand working practices within the careers information, advice and guidance organisation	AC 4.1	None	
	AC 4.2 3.1.1 / 3.1.3 / 3.2.5 / 3.1.7	Partial	
	AC 4.3 Units 2 and 6 all	Full	
	AC 4.4 5.2.7 / 7.2.9 / 8.1.7 / 11.1.7 / 17.1.18 / 18.3.7	Full if any of these units have been successfully completed	
Learning Outcome: 5 Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	AC 5.1 3.1.6 Knowledge 11, 12, 13 / 8.1.6 Knowledge 9, 10, 11, 12 / 11.1.6 Knowledge 9, 10, 11, 12 / 17 Knowledge 1, 2, 3, 4 / 18.1.8 Knowledge 16, 17, 18, 19 / 22.1.6 Knowledge 12, 13, 14, 15 / Unit 24 Knowledge 14, 15, 16, 17 / Unit 21 all / Unit 1 all	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact
	AC 5.2	None	
Learning Outcome: 6 Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	AC 6.1 Unit 25	Partial	Statement to cover the principles of inclusion
	AC 6.2 3.1.6 Knowledge 11, 12, 13 / 8.1.6 Knowledge 9, 10, 11, 12 / 11.1.6 Knowledge 9, 10, 11, 12 / 17 Knowledge 1, 2, 3, 4 / 18.1.8 Knowledge 16, 17, 18, 19 / 22.1.6 Knowledge 12, 13, 14, 15 / Unit 24 Knowledge 14, 15, 16, 17 / Unit 21 all / Unit 1 all	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact

Unit: Reflecting on practice and continuous professional development

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand methods used to reflect on practice	AC 1.1 3.1.1 Knowledge 1,4	Partial	Statement to cover evaluation of different methods
	AC 1.2	None	
Learning Outcome: 2 Understand the need for continuous professional development activity	AC 2.1	None	
	AC 2.2 3.2.1 / 3.2.2	Partial	Statement to cover evaluation of approaches and activities
Learning Outcome: 3 Be able to reflect on own practice as a career information, advice and guidance professional	AC 3.1 3.1.1	Partial	Statement to cover actual reflection on practice
	AC 3.2 3.1.1 / 3.1.7	Partial	Statement to cover actual reflection on practice
	AC 3.3 3.1.6	Full	
Learning Outcome: 4 Be able to meet own continuous professional development needs	AC 4.1 3.1.7	Partial	Statement to cover analysis of the outcomes
	AC 4.2 3.2.3	Full	
	AC 4.3 3.2.7	Full	
	AC 4.4 3.2.8	Full	

Unit: Career choice theories and concepts to support clients

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand career choice theories	AC 1.1	None	
	AC 1.2	None	
	AC 1.3	None	
Learning Outcome: 2 Understand the concepts and techniques used to support and empower clients	AC 2.1 4.2.1 / 4.2.5 / 4.2.7 Knowledge 7	Partial	Statement to cover the actual concepts
	AC 2.2 4.1.3	Partial	Statement to cover how to determine the form of support required
	AC 2.3	None	
	AC 2.4 17.2.2	Partial	Statement to cover other ways to enable clients to develop self-awareness and an evaluation of these ways
Learning Outcome: 3 Understand the role of motivation and raising of aspirations in meeting the needs of clients	AC 3.1	None	
	AC 3.2	None	
Learning Outcome: 4 Understand the practitioner's role in motivating and raising the aspirations of clients	AC 4.1	None	
	AC 4.2	None	
	AC 4.3	None	

Unit: Meeting the career-related information needs of clients

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand sources of career-related information	AC 1.1 Unit 8 Knowledge 4, 7	Partial	Statement to cover evaluation of the sources, forms and media of career-related information.
	AC 1.2	None	
	AC 1.3	None	
Learning Outcome: 2 Be able to support clients' access and use of career-related information	AC 2.1 8.1.1	Full	
	AC 2.2 8.1.2	Full	
	AC 2.3	None	
	AC 2.4 8.1.3	Full	
	AC 2.5 8.1.7	Full	
Learning Outcome: 3 Be able to signpost clients to external sources of career-related information in accordance with organisational procedures	AC 3.1 8.1.5	Full	
	AC 3.2 8.1.5	Full	

Unit: Interview clients to determine their need for career information, advice and guidance

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the skills required to interview clients to establish their career information, advice and guidance needs	AC 1.1 Unit 22 all	Partial	Statement needed to cover an explanation of the different types of interview skills
	AC 1.2 22.1.2	Full	
Learning Outcome: 2 Understand the use of different media to communicate with clients	AC 2.1 Unit 18 all	Partial	Statement to cover the analysis of the use of media used to communicate with clients
	AC 2.2 22.1.2	Full	
Learning Outcome: 3 Be able to interview clients to determine their needs for careers information, advice and guidance	AC 3.1 22.1.3 / 22.2.3 / 22.2.4	Full	
	AC 3.2 22.1.2	Full	
Learning Outcome: 4 Be able to identify client career information, advice and guidance needs	AC 4.1 22.1.1 / 22.1.2 / 22.1.3 / 22.1.4 / Knowledge 1 - 12	Full	
	AC 4.2 22.2.4 Knowledge 24 - 26	Full	
	AC 4.3 22.2.4 / 22.2.5 / 22.2.6	Full	
	AC 4.4 22.1.11	Full	

Unit: Plan and deliver career-related learning in groups

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand theories of how people learn in groups	AC 1.1	None	
	AC 1.2	None	
Learning Outcome: 2 Understand how to plan and deliver career-related learning in groups to meet needs	AC 2.1 Unit 24 all	Partial	Statement on evaluation of different delivery methods and resources
	AC 2.2 Unit 24 Knowledge 8, 9	Partial	Statement on how to plan and resource group sessions in advance of the sessions being run
	AC 2.3 24.1.4 / 24.1.5 / 24.1.7 / 24.2.1	Full	
	AC 2.4	None	
Learning Outcome: 3 Be able to plan career-related learning in groups	AC 3.1	None	
	AC 3.2	None	
Learning Outcome: 4 Be able to deliver career-related learning in groups	AC 4.1 Unit 24 all	Full	
	AC 4.2 Unit 24 all	Full	
	AC 4.3 24.1.6	Full	
Learning Outcome: 5 Be able to evaluate career-related learning in groups	AC 5.1	None	
	AC 5.2	None	

Unit: Refer clients to sources of specialist support to meet their needs

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the nature and role of specialist support for clients to meet career-related needs	AC 1.1 7.1.1 / 7.1.2 / Knowledge 1 - 6	Partial	Statement to evaluate specialist support available
	AC 1.2 7.1.4 / 7.1.5	Full	
Learning Outcome: 2 Be able to refer clients to sources of specialist support	AC 2.1 7.2.1 Knowledge 15, 16	Full	
	AC 2.2 7.2.3 / 7.2.5 / 7.2.7 Knowledge 18 - 24	Full	
	AC 2.3 7.2.9	Full	

Unit: Operate within networks to support the delivery of the service

	Covered by NVQ Level 3 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the networks supporting the delivery of the careers-related organisation	AC 1.1 5.1.1 / Knowledge 1, 2	Partial	Statement to cover evaluation of the networks used
	AC 1.2 5.1.1 / Knowledge 1, 2, 3	Partial	Statement to cover an explanation of the benefits
	AC 1.3 5.1.6 / Knowledge 14	Full	
	AC 1.4	None	
	AC 1.5 5.1.5 / Knowledge 12, 13	Full	
Learning Outcome: 2 Be able to network with other agencies	AC 2.1 5.2.1 / Knowledge 20	Full	
	AC 2.2 5.2.5 / Knowledge 27 - 29	Full	
	AC 2.3 5.2.7 / Knowledge 31 - 33	Full	

Unit: Explore and agree how to meet the career-related need of clients

Unit: Assist clients to review the achievement of career-related actions

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

Unit: Evaluate service provision

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

Unit: Provide ongoing support to clients

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

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

Unit: Promote career-related learning to clients

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

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

Unit: Negotiate on behalf of clients

Unit: Use diagnostic and assessment tools with clients

Unit: Advocate on behalf of clients

Unit: Undertake research on behalf of the service

The performance criteria or knowledge/understanding from the NVQ do not cover the assessment criteria of these units from the Level 4 Diploma in Career Information and Advice. Candidates will need to complete the units in full.



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