

Unit Title:	Support clients to apply for learning and work
OCR unit number	Unit 4
Level:	3
Credit value:	3
Guided learning hours:	20

Unit purpose and aim

This unit aims to develop the learner's understanding of procedures for applying for learning and work and enable the learner to impart this knowledge to clients.

Learning Outcomes	Assessment Criteria
<p>The learner will:</p> <p>1. Understand application methods for learning and work</p>	<p>The learner can:</p> <p>1.1 explain formats used to produce Curriculum Vitae and Personal Profiles</p> <p>1.2 explain how to complete application forms for learning and work</p> <p>1.3 explain how to prepare for interviews for learning and work</p>
<p>2. Be able to support clients making applications for learning and work</p>	<p>2.1 support client decision-making about the format of Curriculum Vitae and Personal Profiles</p> <p>2.2 help clients to select and tailor personal information for use in Curriculum Vitae and Personal Profiles</p> <p>2.3 explain to clients what to expect at interviews</p> <p>2.4 support clients' preparation for interviews for learning and work</p> <p>2.5 check client understanding about applying for learning and work and how they will apply this in the future</p>

Assessment

This unit is internally assessed and externally verified by OCR Assessors. Assessment must include direct observation of practice. Simulations are not allowed.

Results will be graded Pass or Fail.

To achieve a Pass, candidates must produce evidence which meets all of the assessment criteria.

Evidence requirements

All evidence of a candidate's performance must be generated in the workplace. Candidates must produce their own work and assessors use a range of assessment methods. Candidates may provide evidence of knowledge and understanding prior to, or during the assessment phase. Further information regarding suitable forms of evidence can be found in the OCR Level 3 Award for Supporting Clients to Overcome Barriers to Learning and Work Centre Handbook.

Guidance on assessment and evidence requirements

In order to provide appropriate evidence to meet the assessment criteria for this unit, direct observation must be used and OCR recommends the use of witness testimony, as appropriate. Other suitable evidence could include:

- assignment/report
- professional discussion and/or questioning of candidate

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .