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|  | | | **Evidence Record Sheet**  OCR Level 4 Diploma in Career Information and Advice | | |
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| **Unit Title:** | **Preparing to work in the career information, advice and guidance sector** | | | | |
| **OCR unit number:** | **Unit 01** | | | | |
|  |  | | | | |
| **Candidate Name:** |  | | | | |
| I confirm that the evidence provided is a result of my own work. | | | | | |
| **Signature of candidate:** | |  | | **Date:** |  |

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| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| 1. Understand the career information, advice and guidance sector | 1.1 explain the role and purpose of the career information, advice and guidance sector  1.2 summarise the key policies, trends and developments in the sector  1.3 analyse the social, personal and economic benefits of career guidance  1.4 evaluate methods to keep up to date with developments in the sector |  |  |
| 2. Understand own careers information, advice and guidance organisation | 2.1 explain the aims and values of the organisation  2.2 summarise the key policies and procedures of the organisation |  |  |
| 3. Understand roles within the careers information, advice and guidance organisation | 3.1 explain the purpose and function of roles within the organisation  3.2 analyse own role, responsibilities and boundaries in the organisation  3.3 analyse the role of stakeholders working within the careers information, advice and guidance organisation |  |  |
| 4. Understand working practices within the careers information, advice and guidance organisation | 4.1 explain ways to develop and sustain productive working relationships with colleagues in the organisation  4.2 evaluate ways to plan, organise and manage own work role within organisational requirements  4.3 explain how to provide a safe and suitable environment for the provision of careers information, advice and guidance services  4.4 explain why it is necessary to record careers-related information and action in accordance with organisational protocols |  |  |
| 5. Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation | 5.1 analyse the impact of legislative requirements on the work of the careers information, advice and guidance organisation  5.2 discuss the impact of professional codes of practice on the work of the careers information, advice and guidance organisation |  |  |
| 6. Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation | 6.1 explain the principles of equality, diversity and inclusion  6.2 analyse the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation |  |  |
| **\*Assessment method key:** O = observation of candidate, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QC = questioning of candidate; QW = questioning of witness; PD = professional discussion | | | |

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit and that I have authenticated the work.

Signature of assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of qualified assessor (if required) and date:

IV initials (if sampled) and date: Countersignature of qualified IV (if required) and date: