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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Reflect on and improve professional practice**  |
| **OCR unit number:** | **Unit 2** |
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| **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 reflective practice | 1.1 critically evaluate theories of reflective practice1.2 analyse principles of reflective practice |  |  |
| 2. Understand methodologies used to reflect on practice | 2.1 evaluate methods used to reflect on professional practice2.2 critically evaluate the application of reflective practice methodologies on own professional practice |  |  |
| 3. Understand the need for continuous professional development as a careers information, advice and guidance practitioner | 3.1 analyse the role of continuous professional development in professional updating and improvement of practice3.2 evaluate continuous professional development approaches and activities to improve practice |  |  |
| 4. Be able to reflect on own performance as a career information, advice and guidance professional | 4.1 apply reflective practice methods to reflect on own performance4.2 evaluate own performance as a career information, advice and guidance professional4.3 review own practice with respect to legislation and codes of practice |  |  |
| 5. Be able to improve own practice through continuous professional development  | 5.1 prioritise areas for continuous professional development and improvement5.2 produce personal action plans to update, maintain and improve practice5.3 undertake planned continuous professional development to update, maintain and improve practice5.4 evaluate continuous professional development against identified priorities |  |  |
| **\*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: