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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Work with other agencies for the benefit of clients and the organisation** |
| **OCR unit number:** | **Unit 7** |
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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 the characteristics of networks that support career information, advice and guidance  | 1.1critically analyse the purpose of networks that support career information, advice and guidance1.2explain the processes governing the creation, operation and evaluation of networks |  |  |
| 2.Understand the networks supporting the delivery of career information, advice and guidance by the organisation | 2.1critically analyse the benefits for clients of the networks used by the organisation 2.2 analyse how networks benefit the organisation2.3examine sources of potential conflict and their resolution within networks  |  |  |
| 3.Understand the benefit of specialist support to meet the needs of clients and the service | 3.1evaluate sources of specialist support within own organisation and other agencies3.2evaluate way to access specialist support |  |  |
| 4.Understand the principles of negotiation | 4.1critically analyse the principles of negotiation for the benefit of clients and the organisation |  |  |
| 5.Be able to collaborate with other agencies for the benefit of clients and the organisation | 5.1build contacts with colleagues in other agencies for the benefits of clients and the organisation5.2exchange information with other agencies in accordance with organisational protocols5.3use cumulative experience of working with other agencies for the benefit of clients and the organisation |  |  |
| 6.Be able to refer clients to sources of specialist support  | 6.1review with clients their specialist support objectives 6.2facilitate the referral of clients to specialist support agencies to meet planned objectives6.3evaluate the success of referral process with clients6.4maintain referral records  |  |  |
| **\*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: