

Unit Title:	Meeting the career-related information needs of clients
OCR unit number	Unit 4
Level:	4
Credit value:	6
Guided learning hours:	40

### Unit purpose and aim

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This unit aims to develop the learner's understanding of career related information and enable the learner to use it with clients, and to signpost clients if needed to other sources of career-related information

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<p>The learner can:</p> <p>1. Understand sources of career-related information</p>	<p>The learner will:</p> <p>1.1 evaluate the sources, forms and media of career-related information</p> <p>1.2 evaluate labour market information</p> <p>1.3 evaluate ways to keep career-related information fit for purpose and up to date</p>
<p>2. Be able to support clients' access and use of career-related information</p>	<p>2.1 agree career-related information needs with clients</p> <p>2.2 identify sources of career-related information to meet client needs</p> <p>2.3 interpret career-related information to meet client needs</p> <p>2.4 support clients access to and use of career-related information</p> <p>2.5 record career-related information given to clients in accordance with organisational procedures</p>
<p>3. Be able to signpost clients to external sources of career-related information in accordance with organisational procedures</p>	<p>3.1 explain to clients sources of career-related information provided by other services to meet their needs</p> <p>3.2 signpost clients to sources of information, advice and guidance to meet their needs.</p>

## Assessment

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

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

## Evidence requirements

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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 4 Diploma in Career Information and Advice Centre Handbook.

## Guidance on assessment and evidence requirements

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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 evaluating the careers related resources available at the candidate's base, highlighting when external sources are more appropriate to meet clients needs (LO3).
- case study

Work carried out for this unit may also link with work for:

- Units 3, 10, 11, 12 and 16

## Additional information

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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](http://www.ocr.org.uk) .