

Unit Title:	Explore and agree how to meet the career-related needs of the client
OCR unit number	Unit 10
Level:	4
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's understanding of techniques used for exploring and agreeing client need, identifying options, planning a course of action and to enable the learner to apply these in practice.

Learning Outcomes	Assessment Criteria
The learner can: 1. Understand techniques to explore the career-related needs of clients	The learner will: 1.1 evaluate techniques to explore the career-related needs of clients
2. Understand techniques to agree options to meet the career-related needs of clients	2.1 evaluate techniques used to agree career-related options to meet the needs of clients 2.2 analyse ways to develop client decision-making skills to determine their own career-related needs
3. Be able to agree client career-related needs	3.1 use techniques to analyse the career-related needs of clients 3.2 review the outcomes of analysis with clients to identify career-related options and actions 3.3 use techniques to support the development of client confidence and skills to determine career-related options and actions
4. Be able to agree plans with clients to meet their career-related needs	4.1 agree with clients options to meet their career-related needs 4.2 agree the objectives and content of action plans with clients to meet their career-related needs 4.3 identify how barriers to achieving action plans will be overcome 4.4 record career-related action plans

Assessment

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

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

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:

- case study
- product evidence – selection of action plans evaluated with assessor “in situ”

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

- Units 3 and 16

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 .