



Mapping of LSIS Career Learning for All on-line resource to OCR’s Level 4 Diploma in Career Information and Advice

Introduction

OCR has endorsed the Learning and Skills Improvement Service on-line learning resource, Career Learning for All as being suitable to support the teaching of the Level 4 Diploma in Career Information and Advice. Full or partial completion of the Career Learning for All resource will give candidates evidence that they can use towards this qualification but this evidence will need to be supplemented in order to meet the precise assessment criteria of the unit.

It should be noted that the materials were not produced specifically for this qualification and that as well as being used as a teaching resource by staff delivering the unit they can also be accessed directly by candidates who may choose which sections of the modules to look at and may not necessarily look at all the materials available.

Mapping Document

The relationship between the CLA Objectives and Related Resources and the learning outcomes and assessment criteria of the Level 4 units is set out in the maps below.

A list of the Career Learning for All modules, aims, objectives and related resources appears at Appendix A.

Units for which there is no map

The Career Learning for All resources do not map to the following L4 Diploma in Career Information and Advice optional units:

Assist clients to review the achievement of career-related actions
Provide on-going support to clients
Operate within networks to support the delivery of the service
Negotiate on behalf of clients
Use diagnostic and assessment tools with clients
Advocate on behalf of clients
Promote career-related learning to clients
Undertake research on behalf of the service

Maps

The tables which follow provide details of the relationship between the QCF Level 4 Diploma in Career Information and Advice and the Career Learning for All resource.

The CLA objectives appear in black and the related resources in blue in the right hand column. The numbers refer to the Module number.

Unit: Preparing to work in the career information, advice and guidance sector Level: 4 Credit value: 6	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand the career information, advice and guidance sector	
Assessment Criteria	
1.1 explain the role and purpose of the career information, advice and guidance sector	M1 identify benefits of career development to your learners M1 Career Development Needs M1 Moving through the system (2010) M1 Introduction to career development. CPD Series. LSIS, 2010. M9 Link: Career learning for the 21st Century – a leadership issue for the FE Sector M9 Link: Career learning for the 21st Century – sources of evidence
1.2 summarise the key policies, trends and developments in the sector	M1 define the meanings of 'career', 'career patterns' and career development terminology M1 Moving through the system (2010) M9 analyse how policies and strategies relating to career development have developed over time and how they might develop in the future M9 Sources of information M9 The History of NAEGA M9 Link: Dept for Business, Innovation and Skills M9 Link: Dept for Education M9 Link: Education Act 2011 M9 Link: Home Office M9 Ofsted: Twelve outstanding providers of work-based learning M9 Link: Careers Professional Alliance

	<p>M9 Link: UK Qualifications and Skills Team (LSIS) M9 Link: EU Resolution on Lifelong Learning M9 Link: Skills for Sustainable Growth M9 Link: National Skills Academies M9 Link: Apprenticeships M9 Link: The Wolf Report M9 Link: New Challenges, New Choices M9 Link: The Work Programme M9 Link: The Youth Contract M9 Link: Career learning for the 21st Century – a leadership issue for the FE Sector M9 Link: Career learning for the 21st Century – sources of evidence M9 Link: Raising the Participation Age M9 Link: Foundation Learning M9 Link: Foundation Degrees M9 Link: Financial help for adult learners M9 Link: Student finance M9 Link: Money to learn 16-19 Bursary Fund M9 Link: Skills Funding Agency guidance on FE loans M10 Link: The Employability Challenge M10 Link: Developing learners’ employability skills M10 Link: Alliance of Sector Skills Councils</p>
<p>1.3 analyse the social, personal and economic benefits of career guidance</p>	<p>M1 Introduction to career development. CPD Series. LSIS, 2010. M1 The benefits of high quality career development M5 The benefits of career development (CPA)</p>
<p>1.4 evaluate methods to keep up to date with developments in the sector</p>	<p>M5 identify benefits of engaging in CPD activities for your career development role M5 Diamond Nine M5 Improving Performance M9 Link: Dept for Business, Innovation and Skills M9 Link: Dept for Education M9 Link: Education Act 2011 M9 Link: Home Office M9 Link: Careers Professional Alliance</p>

Learning Outcome: 2	
Understand own careers information, advice and guidance organisation	
Assessment criteria	
2.1 explain the aims and values of the organisation	M1 Introduction to career development. CPD Series. LSIS, 2010.
2.2 summarise the key policies and procedures of the organisation	M9 analyse how policies and strategies relating to career development have developed over time and how they might develop in the future M9 make appropriate responses to policy developments affecting your career development role.
Learning Outcome: 3	
Understand roles within the careers information, advice and guidance organisation	
Assessment criteria	
3.1 explain the purpose and function of roles within the organisation	M1 outline roles/responsibilities of staff in making career development effective in a range of settings M1 Role Transcripts
3.2 analyse own role, responsibilities and boundaries in the organisation	Throughout all modules M9 make appropriate responses to policy developments affecting your career development role.
3.3 analyse the role of stakeholders working within the careers information, advice and guidance organisation	M1 Role Transcripts M10 identify the importance of helping learners to acquire and develop their employability skills M10 Video Transcripts
Learning Outcome: 4	
Understand working practices within the careers information, advice and guidance organisation	
Assessment criteria	
4.1 explain ways to develop and sustain productive working relationships with colleagues in the organisation	M1 Introduction to career development. CPD Series. LSIS, 2010.

4.2 evaluate ways to plan, organise and manage own work role within organisational requirements	Throughout the modules
4.3 explain how to provide a safe and suitable environment for the provision of careers information, advice and guidance services	M4 Interview preparation – checklist
4.4 explain why it is necessary to record careers-related information and action in accordance with organisational protocols	No specific map
Learning Outcome: 5 Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	
Assessment criteria	
5.1 analyse the impact of legislative requirements on the work of the careers information, advice and guidance organisation	M2 identify the theory-based and ethical practice needed in your organisation to provide effective career development M9 analyse how policies and strategies relating to career development have developed over time and how they might develop in the future M9 make appropriate responses to policy developments affecting your career development role. M9 Link: Dept for Business, Innovation and Skills M9 Link: Dept for Education M9 Link: Education Act 2011 M9 Link: Home Office
5.2 discuss the impact of professional codes of practice on the work of the careers information, advice and guidance organisation	M1 Introduction to career development. CPD Series. LSIS, 2010. M2 identify the theory-based and ethical practice needed in your organisation to provide effective career development M2 ACEG/ICG/NAEGA/QAA Codes of Ethics and Practice M2 Codes of Ethics and Principles M2 Introduction to values and ethics. CPD Series. LSIS M2 CPA Draft Code of Ethics

<p>Learning Outcome: 6</p> <p>Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation</p>	
<p>Assessment criteria</p>	
<p>6.1 explain the principles of equality, diversity and inclusion</p>	<p>M2 identify the theory-based and ethical practice needed in your organisation to provide effective career development</p> <p>M9 Link: Equality and Human Rights Commission</p> <p>M9 Link: National STEM Centre eLibrary – Careers</p> <p>M9 Link: Valuing People Now employment resources</p> <p>M9 Link: Widening Participation in HE</p> <p>M9 Link: Project Search (Office for Disability Issues)</p> <p>M9 Link: Getting a Life</p>
<p>6.2 analyse the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation</p>	<p>M9 make appropriate responses to policy developments affecting your career development role</p> <p>M9 Link: Equality and Human Rights Commission</p> <p>M9 Link: National STEM Centre eLibrary – Careers</p> <p>M9 Link: Valuing People Now employment resources</p> <p>M9 Link: Widening Participation in HE</p> <p>M9 Link: Project Search (Office for Disability Issues)</p> <p>M9 Link: Getting a Life</p> <p>M9 Link: Career learning for the 21st Century – a leadership issue for the FE Sector</p> <p>M9 Link: Career learning for the 21st Century – sources of evidence</p> <p>M9 Link: Raising the Participation Age</p> <p>M9 Link: Foundation Learning</p> <p>M9 Link: Foundation Degrees</p> <p>M11 identify and address issues related to impartiality, stereotyping and equality and diversity in careers materials</p>

Unit: Reflecting on practice and continuous professional development Level: 4 Credit value: 6	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1	
Understand methods used to reflect on practice	
Assessment Criteria	
1.1 evaluate methods used to reflect on practice	M5 Improving Performance
1.2 analyse the application of reflective practice methods on own practice	M5 Improving Performance M5 identify benefits of engaging in CPD activities for your career development role
Learning Outcome: 2	
Understand the need for continuous professional development activity	
Assessment criteria	
2.1 analyse the role of continuous professional development in the maintenance and improvement of practice	M5 identify benefits of engaging in CPD activities for your career development role M5 Improving Performance
2.2 evaluate continuous professional development approaches and activities to maintain and improve practice	M5 Improving Performance
Learning Outcome: 3	
Be able to reflect on own practice as a career information, advice and guidance professional	
Assessment criteria	
3.1 apply reflective practice methods to own practice	M1 explain the importance of self-assessment for quality improvement in career development M1 identify a range of sources for further information and select a resource route to meet your needs. M2 Theory Chart M4 Evaluation/Learner/Observer Questionnaire M5 use the information gained in the core modules to start an action plan based on learner needs M5 Improving Performance M6 assess what you know, understand and are able to do from studying the first five modules

<p>3.2 review own practice using reflective practice methods</p>	<p>M2 Theory Chart M4 Evaluation/Learner/Observer Questionnaire M5 Improving Performance M5 Action Plan template M6 evaluate the learning outcomes achieved and what it means for the next stage of your professional learning. M12 Task 1</p>
<p>3.3 review own practice with respect to current legislative requirements and codes of practice</p>	<p>M2 identify the theory-based and ethical practice needed in your organisation to provide effective career development M2 Introduction to values and ethics. CPD Series. LSIS M5 Improving Performance</p>
<p>Learning Outcome: 4 Be able to meet own continuous professional development needs</p>	
<p>Assessment criteria</p>	
<p>4.1 analyse the outcomes of reflection on own practice</p>	<p>M5 Improving Performance M5 Action Plan template M6 evaluate the learning outcomes achieved and what it means for the next stage of your professional learning</p>
<p>4.2 produce personal action plans to update, maintain and improve practice</p>	<p>M1 identify a range of sources for further information and select a resource route to meet your needs M1 Career Learning for All Planner M5 Improving Performance M5 Action Plan template M6 evaluate the learning outcomes achieved and what it means for the next stage of your professional learning</p>
<p>4.3 undertake planned continuous professional development to update, maintain and improve practice</p>	<p>M5 Improving Performance</p>
<p>4.4 review the continuous professional development against identified professional development priorities</p>	<p>M5 Improving Performance M6 evaluate the learning outcomes achieved and what it means for the next stage of your professional learning. M9 Link: Careers Professional Alliance M9 Link: UK Qualifications and Skills Team (LSIS) M10 Link: Developing learners' employability skills</p>

Unit: Career choice theories and concepts to support clients Level: 4 Credit value: 6	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand career choice theories	
Assessment Criteria	
1.1 explain theories of career choice	<p> M1 Introduction to career development. CPD Series. LSIS, 2010. M2 explain the thinking that underpins effective career development teaching approaches M2 identify the theory-based and ethical practice needed in your organisation to provide effective career development M2 Comparison Chart of Career Theories M2 Video Transcript on theories M2 Theory Chart </p>
1.2 analyse ways clients make careers decisions	<p> M1 define the meanings of 'career', 'career patterns' and career development terminology M2 explain the thinking that underpins effective career development teaching approaches M2 identify the theory-based and ethical practice needed in your organisation to provide effective career development M2 Comparison Chart of Career Theories M2 Video Transcript on theories M2 Theory Chart M2 Brief Guide to the Blueprint for Careers </p>
1.3 analyse methods to make clients aware of career opportunities	<p> M2 Comparison Chart of Career Theories M2 Video Transcript on theories M2 Brief Guide to the Blueprint for Careers </p>

Learning Outcome: 2 Understand the concepts and techniques used to support and empower clients	
Assessment criteria	
2.1 explain the concepts of support, enabling and empowerment of clients	M1 Introduction to career development. CPD Series. LSIS, 2010. M2 Introduction to values and ethics. CPD Series. LSIS M10 Link: The Employability Challenge
2.2 analyse how to determine the form of support required by clients	M2 Brief Guide to the Blueprint for Careers M11 Transitions section
2.3 evaluate ways to enable clients to develop decision-making skills	M2 Comparison Chart of Career Theories M2 Video Transcript on theories M2 Theory Chart M2 Brief Guide to the Blueprint for Careers M2 Introduction to values and ethics. CPD Series. LSIS M4 Introduction to Interviewing Skills CPD Series LSIS M4 The Helping Interview – transcript M12 Blueprint (throughout)
2.4 evaluate ways to enable clients to develop self-awareness	M2 Brief Guide to the Blueprint for Careers M4 Reflective learning storyboard - transcript M11 Transitions (section) M12 Blueprint (throughout)
Learning Outcome: 3 Understand the role of motivation and raising of aspirations in meeting the needs of clients	
Assessment criteria	
3.1 explain why clients need to be motivated to meet their career information, advice and guidance needs	M4 Motivational interviewing storyboard – transcript M4 Solution-focused interviewing and problem solving storyboard – transcript
3.2 analyse why client aspirations often need to be raised to meet their career information and guidance needs	M4 Coaching and plan to do review storyboard – transcript M4 Solution-focused interviewing and problem solving storyboard – transcript

<p>Learning Outcome: 4 Understand the practitioner’s role in motivating and raising the aspirations of clients</p>	
<p>Assessment criteria</p>	
<p>4.1 explain the role of the practitioner in developing client motivation skills</p>	<p>M4 Introduction to Interviewing Skills CPD Series LSIS M4 Coaching and plan to do review storyboard – transcript M4 Motivational interviewing storyboard – transcript M4 Solution-focused interviewing and problem solving storyboard – transcript M11 Transitions (section)</p>
<p>4.2 analyse methods used to motivate clients</p>	<p>M4 Introduction to Interviewing Skills CPD Series LSIS M4 Coaching and plan to do review storyboard – transcript M4 Motivational interviewing storyboard – transcript M4 Solution-focused interviewing and problem solving storyboard – transcript M4 Reflective learning storyboard - transcript M11 Transitions (section)</p>
<p>4.3 explain techniques to raise aspirations of clients</p>	<p>M4 Introduction to Interviewing Skills CPD Series LSIS M4 Coaching and plan to do review storyboard – transcript M4 Motivational interviewing storyboard – transcript M4 Solution-focused interviewing and problem solving storyboard – transcript</p>

Unit: Meeting the career-related information needs of clients Level: 4 Credit value: 6	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand sources of career-related information	
Assessment Criteria	
1.1 evaluate the sources, forms and media of career-related information	M3 identify the main sources of information and support that your learners need to know about M3 select sources of information and support to meet the specific needs of individual learners. M3 The Careers Hub Reference Directory M10 Link: Alliance of Sector Skills Councils M11 identify careers information relevant to the needs of your learners M11 Information resources M11 Evaluation template M12 Task 4 and evaluation template
1.2 evaluate labour market information	M11 identify careers information relevant to the needs of your learners M11 Information resources M11 Evaluation template
1.3 evaluate ways to keep career-related information fit for purpose and up to date	M11 assess the usefulness of careers information resources that you find M11 Information resources M11 Evaluation template

Learning Outcome: 2	
Be able to support clients' access and use of career-related information	
Assessment criteria	
2.1 agree career-related information needs with clients	M11 use careers information effectively to support the career learning and development of your learners M11 Webquests
2.2 identify sources of career-related information to meet client needs	M3 identify the main sources of information and support that your learners need to know about M11 identify careers information relevant to the needs of your learners M11 Webquests
2.3 interpret career-related information to meet client needs	M11 Webquests
2.4 support clients access to and use of career-related information	M11 Webquests M12 Blueprint
2.5 record career-related information given to clients in accordance with organisational procedures	No specific map
Learning Outcome: 3	
Be able to signpost clients to external sources of career-related information in accordance with organisational procedures	
Assessment criteria	
3.1 explain to clients sources of career-related information provided by other services to meet their needs	M3 The Careers Hub Reference Directory M11 identify careers information relevant to the needs of your learners M11 Webquests
3.2 signpost clients to sources of information, advice and guidance to meet their needs.	M3 identify the main sources of information and support that your learners need to know about M3 select sources of information and support to meet the specific needs of individual learners. M3 The Careers Hub Reference Directory

<p>Unit: Interview clients to determine their need for career information, advice and guidance Level: 4 Credit value: 6</p>	<p>Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria</p>
<p>Learning Outcome: 1</p> <p>Understand the skills required to interview clients to establish their career information, advice and guidance needs</p>	
<p>Assessment Criteria</p>	
<p>1.1 explain the interview skills required to establish client career information, advice and guidance needs</p>	<p>M2 Introduction to values and ethics. CPD Series. LSIS M4 identify and use the skills that you need to deliver one to one career sessions M4 Skills and qualities used in interviewing – self assessment M4 Listening skills M4 Questioning M4 A Model for tutoring M4 Interview preparation – checklist M4 Video Interview Transcript (x3) M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS</p>
<p>1.2 explain how to tailor the interview to suit the client's requirements</p>	<p>M4 Video Interview Transcript (x3) M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS</p>
<p>Learning Outcome: 2</p> <p>Understand the use of different media to communicate with clients</p>	
<p>Assessment criteria</p>	
<p>2.1 analyse use of media available to communicate with clients</p>	<p>M4 Interactive (online) learning storyboard - transcript M8 choose suitable ICT media and software to meet learners' career development needs M8 identify emerging technologies which may provide new ways of working in career development to meet learners' needs. M8 An evaluation of the UFI/Learn Direct Telephone Guidance Trial</p>
<p>2.2 explain media techniques used to communicate with clients</p>	<p>M8 choose suitable ICT media and software to meet learners' career development needs M8 identify emerging technologies which may provide new ways of working in career development to meet learners' needs.</p>

Learning Outcome: 3	
Be able to interview clients to determine their needs for careers information, advice and guidance	
Assessment criteria	
3.1 discuss with clients their expectations of the career-related interview	M4 Video Interview Transcripts (x3) M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS
3.2 tailor communication in the interview to meet the needs of individual clients	M4 Video Interview Transcripts (x3) M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS M7 Career development for those with additional needs M8 choose suitable ICT media and software to meet learners' career development needs M8 identify emerging technologies which may provide new ways of working in career development to meet learners' needs.
Learning Outcome: 4	
Be able to identify client career information, advice and guidance needs	
Assessment criteria	
4.1 question clients to establish their career information, advice and guidance needs	M4 Questioning M4 Video Interview Transcripts (x3)
4.2 listen to and reflect back client responses to check own understanding	M4 Listening skills M4 Video Interview Transcripts (x3)
4.3 agree with clients their career information, advice and guidance requirements and how these will be met	M4 A Model for tutoring M4 Video Interview Transcripts (x3)
4.4 record the outcomes of careers information, advice and guidance interviews	M4 The Helping Interview – action planning transcript

Unit: Explore and agree how to meet the career-related needs of clients Level: 4 Credit value: 6	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand techniques to explore the career-related needs of clients	
Assessment Criteria	
1.1 evaluate techniques to explore the career-related needs of clients	M2 explain the thinking that underpins effective career development teaching approaches M4 identify and use the skills that you need to deliver one to one career sessions M4 A Model for tutoring M4 Video Interview Transcripts (x3) M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS M12 use the Blueprint framework to review your career learning programme M12 support learners as individuals or in groups to identify and assess their career learning competencies M12 develop activities which will support learners to become effective career managers. M12 Prioritising the competencies M12 A Guide to the Blueprint for Careers and its implementation M12 The Blueprint for Careers Brief Guide M12 The Blueprint Grid M12 Task 5 M12 Blueprint – evidence of impact
Learning Outcome: 2 Understand techniques to agree options to meet the career-related needs of clients	
Assessment criteria	
2.1 evaluate techniques used to agree career-related options to meet the needs of clients	M4 A Model for tutoring M4 Video Interview Transcripts (x3) M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS

<p>2.2 analyse ways to develop client decision-making skills to determine their own career-related needs</p>	<p>M4 Guide to One to One Skills M4 Introduction to Interviewing Skills CPD Series LSIS M4 Career Teaching Skills Video Transcript M4 Decision-making storyboard - transcript M12 use the Blueprint framework to review your career learning programme M12 support learners as individuals or in groups to identify and assess their career learning competencies M12 develop activities which will support learners to become effective career managers. M12 Prioritising the competencies M12 A Guide to the Blueprint for Careers and its implementation M12 The Blueprint for Careers Brief Guide M12 The Blueprint Grid</p>
<p>Learning Outcome: 3 Be able to agree client career-related needs</p>	
<p>Assessment criteria</p>	
<p>3.1 use techniques to analyse the career-related needs of clients</p>	<p>M4 A Model for tutoring M12 Prioritising the competencies M12 A Guide to the Blueprint for Careers and its implementation M12 The Blueprint Grid</p>
<p>3.2 review the outcomes of analysis with clients to identify career-related options and actions</p>	<p>M4 A Model for tutoring</p>
<p>3.3 use techniques to support the development of client confidence and skills to determine career- related options and actions</p>	<p>M2 Introduction to values and ethics. CPD Series. LSIS M4 Reflective learning storyboard - transcript M11 Transitions (section) M12 Prioritising the competencies M12 A Guide to the Blueprint for Careers and its implementation</p>

Learning Outcome: 4	
Be able to agree plans with clients to meet their career-related needs	
Assessment criteria	
4.1 agree with clients options to meet their career-related needs	M4 Introduction to Interviewing Skills CPD Series LSIS M4 The Helping Interview – action planning transcript
4.2 agree the objectives and content of action plans with clients to meet their career-related needs	M4 Introduction to Interviewing Skills CPD Series LSIS M4 The Helping Interview – action planning transcript
4.3 identify how barriers to achieving action plans will be overcome	M4 prepare for problems that may arise and ways of dealing with them M4 Introduction to Interviewing Skills CPD Series LSIS M7 examine key issues relating to the career development of specific groups of learners in your organisation M7 identify suitable techniques and approaches that you could assimilate into your own practice when working with learners in specific groups. M9 Link: Financial help for adult learners M9 Link: Student finance
4.4 record career-related action plans	M4 The Helping Interview – action planning transcript

Unit: Assist clients to apply for learning, training and work	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Level: 4 Credit value: 3	
Learning Outcome: 1	
Understand application processes and procedures for learning, training and work	
Assessment Criteria	
1.1 explain application processes and procedures for learning, training and work	M4 Interactive (online) learning storyboard – transcript M8 choose suitable ICT media and software to meet learners' career development needs M8 identify emerging technologies which may provide new ways of working in career development to meet learners' needs.

<p>1.2 evaluate the nature and format of information required to make applications for learning, training and work</p>	<p>M10 Video Transcripts M10 Link: Developing employability provision that works M10 Link: Asset Skills employability matrix M10 Link: The Employability Challenge case studies M10 Link: Becoming work ready M10: Link: LSIS employability skills resources</p>
<p>Learning Outcome: 2 Be able to assist clients making applications for learning, training and work</p>	
<p>Assessment criteria</p>	
<p>2.1 provide advice to clients about the nature and format of application information required</p>	<p>M10 Link: The Employability Challenge M10 Link: Employability Skills M10 Case Study 3 M12 Blueprint</p>
<p>2.2 provide assistance and advice to clients preparing for learning, training and work interviews</p>	<p>M11 Transitions (section)</p>
<p>Learning Outcome: 3 Be able to evaluate with clients outcomes of the application process for learning, training and work</p>	
<p>Assessment criteria</p>	
<p>3.1 review with clients lessons learned from the application process for learning, training and work</p>	<p>No specific map</p>
<p>3.2 discuss with clients how they will apply their knowledge and understanding of the application process in the future</p>	<p>No specific map</p>

Unit: Evaluate service provision Level: 4 Credit value: 3	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand methods to evaluate and report on service provision in the organisation	
Assessment Criteria	
1.1 analyse methods used to evaluate and report on service provision	M1 explain the importance of self-assessment for quality improvement in career development M1 Introduction to career development. CPD Series. LSIS, 2010 M1 Moving through the system (2010) M2 Brief Guide to the Blueprint for Careers M4 Evaluation/Learner/Observer Questionnaire M4 Evaluation Questionnaire (Sessions) M5 explain the importance of using appropriate quality assurance criteria and standards M5 Good practice in school self-evaluation and college self-assessment M5 Reviewing documentation for school self-evaluation and college self-assessment M5 Managing internal inspections and teaching observations M5 Action Plan template M12 use the Blueprint framework to review your career learning programme M12 Blueprint M12 Task 6
1.2 evaluate methods to involve clients in service provision evaluation	M4 Evaluation/Learner/Observer Questionnaire M5 explain how to involve learners appropriately in planning, reviewing and improving career development provision.
1.3 explain quality standards used to evaluate service provision	M5 Link: Matrix Standard M5 Link: Careers England M5 Improving Performance M5 Managing internal inspections and teaching observations M5 Link: ICG website M5 Link: OCR website M5 Development needs

<p>Learning Outcome: 2</p> <p>Be able to evaluate service provision</p>	
<p>Assessment criteria</p>	
<p>2.1 apply methods to evaluate service provision</p>	<p>M2 identify effective practice models for embedding career development in your organisation. M2 Brief Guide to the Blueprint for Careers M4 Evaluation/Learner/Observer Questionnaire M4 Evaluation Questionnaire (Sessions) M5 select resources and tools that will help your organisation to ensure continuous quality improvement of career development M5 Good practice in school self-evaluation and college self-assessment M5 Reviewing documentation for school self-evaluation and college self-assessment</p>
<p>2.2 agree evaluation dissemination methodologies</p>	<p>M5 Reviewing documentation for school self-evaluation and college self-assessment</p>
<p>2.3 collect and analyse evidence about service provision in accordance with organisational requirements</p>	<p>M5 explain the importance of using appropriate quality assurance criteria and standards M5 select resources and tools that will help your organisation to ensure continuous quality improvement of career development M5 explain how to involve learners appropriately in planning, reviewing and improving career development provision. M5 Good practice in school self-evaluation and college self-assessment M5 Action Plan template M12 Task 3 and session planner</p>
<p>2.4 apply quality standards to benchmark service provision</p>	<p>M5 Link: Matrix Standard M5 Link: Careers England M5 explain the importance of using appropriate quality assurance criteria and standards</p>

Learning Outcome: 3	
Be able to report on the outcomes of the organisation's evaluation of service provision	
Assessment criteria	
3.1 report on the outcomes of service provision evaluation	M5 Reviewing documentation for school self-evaluation and college self-assessment
3.2 recommend modifications and improvements to service provision	M5 Reviewing documentation for school self-evaluation and college self-assessment M5 Action Plan template
3.3 disseminate evaluation evidence about service provision in accordance with organisational requirements	M5 Action Plan template

Unit: Engage with support networks to help clients to meet their career-related needs	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Level: 4 Credit value: 3	
Learning Outcome: 1	
Understand the principles and rationale for working with support networks to help clients to meet their career-related needs	
Assessment Criteria	
1.1 analyse the rationale for working with support networks to help clients to meet their career-related needs	M7 examine key issues relating to the career development of specific groups of learners in your organisation M7 identify suitable techniques and approaches that you could assimilate into your own practice when working with learners in specific groups.
1.2 evaluate the ways in which support networks help clients to meet their career-related needs	M7 Case Study 1 M7 Suggested Links and resources M7 Career development for those with additional needs M7 Links

1.3 explain the legislative and organisational requirements with respect to client confidentiality when engaging support networks	No specific map
Learning Outcome: 2 Be able to evaluate service provision	
Assessment criteria	
2.1 consult with clients and support networks about how to meet client career-related needs	No specific map
2.2 agree with support networks how they will support the achievement of the client's career-related objectives	No specific map
2.3 explore with all parties ways to overcome barriers to providing career-related support	No specific map
2.4 agree action plans with clients and support networks their respective roles in achieving client's career-related needs	No specific map

Unit: Obtain and organise career-related information to support clients Level: 4 Credit value: 3	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand the nature of career related information required by clients and organisations	
Assessment Criteria	
1.1 analyse the career-related information needs of clients	M11 identify careers information relevant to the needs of your learners M11 Webquests
1.2 describe the characteristics of career-related information, advice and guidance available to clients	M3 identify the main sources of information and support that your learners need to know about M11 Information resources M11 Evaluation template

Learning Outcome: 2	
Understand the organisation and management of career-related information	
Assessment criteria	
2.1 evaluate methods to organise and manage career-related information in organisations	No specific map
Learning Outcome: 3	
Be able to obtain career-related information to meet organisational and client needs	
Assessment criteria	
3.1 identify career-related organisation and client information requirements	M11 Information resources M11 Webquests
3.2 apply methods to research and obtain career-related information for the organisation and for clients	M11 Information resources M11 Webquests
3.3 evaluate the information obtained against the career-related information needs of the organisation and clients	M11 Information resources M11 Evaluation template

Unit: Plan and deliver career-related learning in groups Level: 4 Credit value: 6	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1	
Understand theories of how people learn in groups	
Assessment Criteria	
1.1 analyse theories of how people learn in groups	M2 explain the thinking that underpins effective career development teaching approaches M4 Introduction to delivering career development through group work M4 Group Work
1.2 explain the principles of group dynamics	M4 Group Work M4 Career Development Group Work storyboard – transcript

<p>Learning Outcome: 2</p> <p>Understand how to plan and deliver career-related learning in groups to meet needs</p>	
<p>Assessment criteria</p>	
<p>2.1 evaluate delivery methods and resources to promote learning in groups</p>	<p>M2 Biggs and Moore Model Activity Proforma</p> <p>M4 select resources you can use as a facilitator of career learning and development</p> <p>M4 Introduction to delivering career development through group work</p> <p>M4 Group Work</p> <p>M4 Co-operative learning storyboard - transcript</p> <p>M4 Decision-making storyboard - transcript</p> <p>M4 Interactive (online) learning storyboard - transcript</p> <p>M4 Reflective learning storyboard - transcript</p> <p>M4 Experiential learning storyboard – transcript</p> <p>M10 identify the importance of helping learners to acquire and develop their employability skills</p> <p>M10 create effective learning opportunities for learners to acquire and develop their employability skills.</p> <p>M10 Link: The Employability Challenge</p> <p>M10 Link: Employability Skills</p> <p>M10 Video Transcripts</p> <p>M10 Case Study 1</p> <p>M10 Case Study 2</p> <p>M10 Case Study 3</p> <p>M10 Link: Developing learners' employability skills</p> <p>M12 Blueprint</p> <p>M12 Task 3 and Session Planner</p>

<p>2.2 explain how to plan and resource group sessions to meet needs</p>	<p>M2 Brief Guide to the Blueprint for Careers M4 plan curriculum activities which embed career learning and development. M4 Planning a career learning activity M8 identify emerging technologies which may provide new ways of working in career development to meet learners' needs. M11 Webquests M12 Task 2 and proforma M12 Task 3 and Session Planner</p>
<p>2.3 explain how to manage barriers and risks to learning within groups</p>	<p>M4 Career Development Group Work storyboard – transcript</p>
<p>2.4 analyse way to motivate individuals within large and small groups</p>	<p>M4 Motivational interviewing storyboard – transcript M4 Career Development Group Work storyboard – transcript</p>
<p>Learning Outcome: 3 Be able to plan career-related learning in groups</p>	
<p>Assessment criteria</p>	
<p>3.1 identify the learning objectives of groups</p>	<p>M4 identify and use the skills that facilitators of career learning and development need M2 Brief Guide to the Blueprint for Careers M4 Career Teaching Skills Video Transcript M4 Planning a career learning activity</p>
<p>3.2 establish learning outcomes for group sessions</p>	<p>M4 identify and use the skills that facilitators of career learning and development need M2 Brief Guide to the Blueprint for Careers M4 Career Teaching Skills Video Transcript M4 Planning a career learning activity</p>

Learning Outcome: 4	
Be able to deliver career-related learning in groups	
Assessment criteria	
4.1 use facilitation and group management skills to deliver career-related learning in groups	M4 identify and use the skills that facilitators of career learning and development need M4 Co-operative learning storyboard - transcript M4 Decision-making storyboard - transcript M4 Interactive (online) learning storyboard - transcript M4 Reflective learning storyboard - transcript M4 Experiential learning storyboard - transcript
4.2 facilitate participation by all group members	M4 identify and use the skills that facilitators of career learning and development need
4.3 communicate with group members to support achievement of learning outcomes	M4 identify and use the skills that facilitators of career learning and development need
Learning Outcome: 5	
Be able to evaluate career-related learning in groups	
Assessment criteria	
5.1 evaluate with clients the outcomes of career-related learning in groups	M4 Evaluation Questionnaire (Sessions) M5 explain how to involve learners appropriately in planning, reviewing and improving career development provision. M12 Task 3 and Session Planner
5.2 use the outcomes of the evaluation to plan and improve future career-related learning in groups	M4 Evaluation Questionnaire (Sessions)

Unit: Refer clients to sources of specialist support to meet their needs Level: 4 Credit value: 2	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1 Understand the nature and role of specialist support for clients to meet career-related needs	
Assessment Criteria	
1.1 evaluate specialist support available for clients within and outside own organisation	M3 identify the main sources of information and support that your learners need to know about M3 select sources of information and support to meet the specific needs of individual learners. M3 The Careers Hub Reference Directory M7 Case Studies M7 Links and resources M4 Referrals (section)
1.2 explain how to access specialist support for clients	M4 Referrals (section)
Learning Outcome: 2 Be able to refer clients to sources of specialist support	
Assessment criteria	
2.1 review referral options with clients	M4 identify and use the skills that you need to deliver one to one career sessions M4 prepare for problems that may arise and ways of dealing with them
2.2 facilitate client referrals to meet their career-related needs	No specific map
2.3 maintain records of client referrals	No specific map

Unit: Source, evaluate and use Labour Market Information with clients Level: 4 Credit value: 3	Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria
Learning Outcome: 1	
Understand the nature of Labour Market Information required by clients	
Assessment Criteria	
1.1 evaluate sources of available Labour Market Information	M10 Link: Alliance of Sector Skills Councils M11 identify careers information relevant to the needs of your learners M11 Information resources M11 Evaluation template
1.2 analyse the characteristics of Labour Market Information available for client use	M11 Webquests
Learning Outcome: 2	
Be able to use Labour Market Information with clients	
Assessment criteria	
2.1 explain the purpose and benefits of Labour Market Information to clients	M11 Webquests
2.2 question clients to assess their Labour Market Information needs	M11 Webquests
2.3 source Labour Market Information to meet client needs	M11 Webquests
2.4 provide support to clients in interpreting Labour Market Information to meet needs	M11 Webquests

<p>Unit: Understand how to support specific client groups to overcome barriers to learning, training and work</p> <p>Level: 4 Credit value: 3</p>	<p>Objectives and Related Resources from Career Learning for All which can contribute to the Assessment Criteria</p>
<p>Learning Outcome: 1</p> <p>Understand the legislative and policy context for working with specific clients groups</p>	
<p>Assessment Criteria</p>	
<p>1.1 determine the legislative and policy context for working with specific clients groups</p>	<p>M7 examine key issues relating to the career development of specific groups of learners in your organisation</p> <p>M7 Group 5 Case Study</p> <p>M7 Group 5 Links and resources</p> <p>M7 Group 6 Case Study</p> <p>M7 Group 6 Links and resources</p> <p>M7 Group 7 Case Study</p> <p>M7 Group 7 Links and resources</p> <p>M9 Sources of information</p> <p>M9 Link: Dept for Business, Innovation and Skills</p> <p>M9 Link: Dept for Education</p> <p>M9 Link: Education Act 2011</p> <p>M9 Link: Home Office</p>
<p>1.2 explain how the legislative and policy context for working with specific clients groups impacts on own work</p>	<p>M7 examine key issues relating to the career development of specific groups of learners in your organisation</p> <p>M7 Personal Profile and throughout module</p> <p>M9 make appropriate responses to policy developments affecting your career development role.</p>

Learning Outcome: 2	
Understand barriers to learning, training and work for specific client groups	
Assessment criteria	
2.1 analyse barriers to learning, training and work experienced by specific client groups	M7 examine key issues relating to the career development of specific groups of learners in your organisation M7 Throughout module
2.2 evaluate ways to overcome barriers to learning, training and work by specific client groups	M7 identify suitable techniques and approaches that you could assimilate into your own practice when working with learners in specific groups. M7 Case Studies (x7) M7 Suggested Links and resources M7 Career development for those with additional needs
Learning Outcome: 3	
Understand services designed for specific client groups	
Assessment criteria	
3.1 evaluate services designed for specific client groups	M7 Case Studies (x7) M7 Career development for those with additional needs M7 Personal profile
3.2 analyse how specific client groups access services designed to meet their learning, training and work needs	M7 examine key issues relating to the career development of specific groups of learners in your organisation

Appendix 1

Career Learning for All

Module 1: Introduction

Aims

- To develop understanding of staff roles and responsibilities in relation to career development.
- To provide you with working definitions of career, career development and other useful terms.
- To enable you to plan how to use this resource.

Objectives

By the end of this module, you will be able to:

- define the meanings of 'career', 'career patterns' and career development terminology
- identify benefits of career development to your learners
- outline roles/responsibilities of staff in making career development effective in a range of settings
- explain the importance of self-assessment for quality improvement in career development
- identify a range of sources for further information and select a resource route to meet your needs.

Related Resources

- Introduction to career development. CPD Series. LSIS, 2010.
- Word Cloud Definitions
- Understanding careers: the metaphors of working lives (book to buy)
- From Vocational Guidance to Professional Careers
- Timeline Sheet
- Career Development Needs
- Role Transcripts
- Moving through the system (2010)
- Career Learning for All Planner
- The benefits of high quality career development

Module 2: Theories and models

Aims

- To develop your appreciation of theories, models and frameworks as the basis of effective practice in career development.

Objectives

By the end of this module, you will be able to:

- explain the thinking that underpins effective career development teaching approaches
- identify the theory-based and ethical practice needed in your organisation to provide effective career development
- identify the role of the Blueprint framework in supporting career development
- find further information from a range of sources
- identify effective practice models for embedding career development in your organisation.

Related Resources

- What do you look for in careers theory?
- Comparison Chart of Career Theories
- Video Transcript on theories
- Theory Chart
- Brief Guide to the Blueprint for Careers
- Biggs and Moore Model Activity Proforma
- ACEG/ICG/NAEGA/QAA Codes of Ethics and Practice
- Codes of Ethics and Principles
- Introduction to values and ethics. CPD Series. LSIS
- CPA Draft Code of Ethics

Module 3: Basic Knowledge

Aims

- To enable you to locate, select, critique and present relevant and useful sources of careers information and support that will benefit your learners.

Objectives

- identify the main sources of information and support that your learners need to know about
- select sources of information and support to meet the specific needs of individual learners.

Related Resources

- The Careers Hub Reference Directory

Module 4: Skills for Delivery

Aims

- To enable you to deliver career development and one-to-one information, advice or guidance and to appreciate how they fit together.

Objectives

- identify and use the skills that you need to deliver one to one career sessions
- prepare for problems that may arise and ways of dealing with them
- identify and use the skills that facilitators of career learning and development need
- select resources you can use as a facilitator of career learning and development
- plan curriculum activities which embed career learning and development.

Related Resources

- Skills and qualities used in interviewing – self assessment
- Listening skills
- Questioning
- A Model for tutoring
- Interview preparation – checklist
- Video Interview Transcript
- Video Interview Transcript
- Video Interview Transcript
- Guide to One to One Skills
- Introduction to Interviewing Skills CPD Series LSIS
- Introduction to delivering career development through group work
- Group Work
- Coaching and plan to do review storyboard – transcript

- Motivational interviewing storyboard – transcript
- Narrative Counselling storyboard – transcript
- Solution-focused interviewing and problem solving storyboard – transcript
- Career Development Group Work storyboard – transcript
- A Model of teaching and learning for careers
- Career Teaching Skills Video Transcript
- The Helping Interview – transcript
- The Helping Interview – action planning transcript
- Planning a career learning activity
- Co-operative learning storyboard - transcript
- Decision-making storyboard - transcript
- Interactive (online) learning storyboard - transcript
- Reflective learning storyboard - transcript
- Experiential learning storyboard - transcript
- Evaluation/Learner/Observer Questionnaire
- Evaluation Questionnaire (Sessions)

Module 5: Planning the next steps

Aims

- To enable you to devise a plan for embedding high quality career development in what you do with and for your learners.

Objectives

- explain the importance of using appropriate quality assurance criteria and standards
- select resources and tools that will help your organisation to ensure continuous quality improvement of career development
- identify benefits of engaging in CPD activities for your career development role
- use the information gained in the core modules to start an action plan based on learner needs
- explain how to involve learners appropriately in planning, reviewing and improving career development provision.

Related Resources

- The benefits of career development (CPA)
- Link: Matrix Standard
- Link: Careers England
- Improving Performance
- Career Development Resources
- Good practice in school self-evaluation and college self-assessment

- Reviewing documentation for school self-evaluation and college self-assessment
- Managing internal inspections and teaching observations
- Link: ICG website
- Link: OCR website
- Development needs
- Action Plan template

Module 6: Self-Assessment

Aim

- To provide you with evidence that you can use in recording your CPD.

Objectives

- assess what you know, understand and are able to do from studying the first five modules
- evaluate the learning outcomes achieved and what it means for the next stage of your professional learning.

Module 7: Working with specific groups

Aim

- To consider how career development can be offered to groups with specific needs.

Objectives

- examine key issues relating to the career development of specific groups of learners in your organisation
- identify suitable techniques and approaches that you could assimilate into your own practice when working with learners in specific groups.

Related Resources

- Case Study 1
- Suggested Links and resources
- Career development for those with additional needs
- Case Study 2
- Links
- Case Study 3
- Link

- Group 2 Case Study
- Suggested Links and resources
- Group 3 Case Study
- Suggested Links and resources
- Group 4 Case Study
- Suggested Links and resources
- Link: UK Border Agency
- Group 5 Case Study
- Group 5 Links and resources
- Group 6 Case Study
- Group 6 Links and resources
- Group 7 Case Study
- Group 7 Links and resources

Module 8: Tools for delivering career development

Aim

- To enable you to identify, describe and use a range of tools that are available to support career development delivery.

Objectives

- choose suitable ICT media and software to meet learners' career development needs
- identify emerging technologies which may provide new ways of working in career development to meet learners' needs.

Related Resources

- Excellence Gateway Link:
- An evaluation of the UFI/Learn Direct Telephone Guidance Trial

Module 9: Interpreting policy and strategy

Aim

- To enable you to understand current policies and strategies in career development.

Objectives

- analyse how policies and strategies relating to career development have developed over time and how they might develop in the future
- make appropriate responses to policy developments affecting your career development role.

Related Resources

- Sources of information
- The History of NAEGA
- Link: Dept for Business, Innovation and Skills
- Link: Dept for Education
- Link: Education Act 2011
- Link: Home Office
- Ofsted: Twelve outstanding providers of work-based learning
- Link: Careers Professional Alliance
- Link: UK Qualifications and Skills Team (LSIS)
- Cost effective curriculum design and development
- Link: the Matrix Standard
- Link: Ofsted Draft Common Inspections Framework
- Link: DfE Destination Measures
- Link: Quality in Careers Standard
- Link: Equality and Human Rights Commission
- Link: National STEM Centre eLibrary – Careers
- Link: Valuing People Now employment resources
- Link: Widening Participation in HE
- Link: Project Search (Office for Disability Issues)
- Link: Getting a Life
- Link: EU Resolution on Lifelong Learning
- Link: Skills for Sustainable Growth
- Link: National Skills Academies
- Link: Apprenticeships
- Link: The Wolf Report
- Link: New Challenges, New Choices
- Link: The Work Programme
- Link: The Youth Contract

- [Link: Career learning for the 21st Century – a leadership issue for the FE Sector](#)
- [Link: Career learning for the 21st Century – sources of evidence](#)
- [Link: Raising the Participation Age](#)
- [Link: Foundation Learning](#)
- [Link: Foundation Degrees](#)
- [Link: Financial help for adult learners](#)
- [Link: Student finance](#)
- [Link: Money to learn 16-19 Bursary Fund](#)
- [Link: Skills Funding Agency guidance on FE loans](#)

Module 10: Employability Skills

Aim

- To raise your awareness of what is meant by employability skills and why they are important.
- To enable you to design learning activities that will help your learners to develop their employability skills.

Objectives

- identify the importance of helping learners to acquire and develop their employability skills
- create effective learning opportunities for learners to acquire and develop their employability skills.

Related Resources

- [Link: The Employability Challenge](#)
- [Link: Employability Skills](#)
- [Video Transcripts](#)
- [Case Study 1](#)
- [Case Study 2](#)
- [Case Study 3](#)
- [Link: Developing learners' employability skills](#)
- [Link: Alliance of Sector Skills Councils](#)
- [Link: Developing employability provision that works](#)
- [Link: Asset Skills employability matrix](#)

- Link: The Employability Challenge case studies
- Link: Becoming work ready
- Link: LSIS employability skills resources
- Link: Ofqual

Module 11: Information resources

Aim

- To enable you to locate, select and use information resources effectively in delivering career development to your learners.

Objectives

- identify careers information relevant to the needs of your learners
- assess the usefulness of careers information resources that you find
- identify and address issues related to impartiality, stereotyping and equality and diversity in careers materials
- use careers information effectively to support the career learning and development of your learners.

Related Resources

- Information resources
- Evaluation template
- Webquests
- Five ways to well-being
- Career transitions

Module 12: Implementing the Blueprint

Aim

- To show how the Blueprint can be used and what benefits it brings to you and your learners.

Objectives

- use the Blueprint framework to review your career learning programme
- support learners as individuals or in groups to identify and assess their career learning competencies
- develop activities which will support learners to become effective career managers.

Related Resources

- Prioritising the competencies
- A Guide to the Blueprint for Careers and its implementation
- The Blueprint for Careers Brief Guide
- The Blueprint Grid
- Proforma
- Task 1
- Task 2
- Task 3
- Session planner
- Task 4
- Evaluation template
- Task 5
- Task 6
- Task 7
- Statement of entitlement planner
- Statement of entitlement example
- Link: The Blueprint for Careers – evidence of impact