



**RECOGNISING ACHIEVEMENT**

**Mapping of Warwick University LMI on-line resource to OCR Level 4 Diploma in Career Information and Advice: Unit 16: Obtain and organise career-related information to support clients.**

**Introduction**

OCR has endorsed the Warwick University Online Learning Module materials as being suitable to support the teaching of this unit and as being useful reference materials and activities for candidates. Full or partial completion of the Warwick module will give candidates evidence that they can use towards this unit but this evidence will need to be supplemented in order to meet the precise assessment criteria of the unit.

The relationship and match between the materials and the learning outcomes and assessment criteria of the unit and where the materials are of relevance for the unit is set out in the table below.

Areas that the materials do not cover are:

- Information about UK education and training providers and systems, e.g. college prospectuses, self-employment, apprenticeships etc. (1.2)
- Organising and managing hard copy information (2.1)
- Evaluation of information obtained against the needs of the organisation and clients (3.3)

<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Relevant materials from the module</b> ( <i>Letters used refer to the content given in the Module Overview</i> )
1. Understand the nature of career-related information required by clients and organisations	1.1 Analyse the career-related information needs of clients	a, c, m Help Central information
	1.2 Describe the characteristics of career-related information, advice and guidance available to clients	b, c, e, f, g, j, k Help Central information
2. Understand the organisation and management of career-related information	2.1 Evaluate methods to organise and manage career-related information in organisations	g Help Central information
3. Be able to obtain career-related information to meet organisational and client need	3.1 Identify career-related organisation and client information requirements	c, g, i
	3.2 Apply methods to research and obtain career-related information for the organisation and for clients	g, h, k, n
	3.3 Evaluate the information obtained against the career-related information needs of the organisation and clients.	g

The materials could be used independently or as part of a taught programme by candidates undertaking qualifications at QCF level 4 and 6. The materials in Digging Deeper whilst accessible to these candidates would also be useful for candidates undertaking qualifications at a higher level.

## Module Overview

### LMI Online Learning Module

*The aim of the LMI Online Learning Module is to provide opportunities for all professionals working in the information, advice and guidance field to develop the ability to access, understand and manipulate Labour Market Information as part of effective careers information, advice and guidance.*

The Module is divided into three main sections of increasing complexity, designed for different levels of practice.

1. **LMI Basics** which aims to help users to:

- Consider the importance of LMI in delivering good quality careers information advice and guidance
- Understand and explore the key sources of LMI
- Consider the most effective ways to deliver LMI
- Be aware of the role of equal opportunities in LMI

**This section covers:**

- a. What is LMI and why do we need it in careers information, advice and guidance?
- b. Sources of Labour Market Information
- c. Delivering LMI
- d. Equality and diversity in LMI

2. **LMI Moving on** which aims to help users to:

- Feel confident about the key trends in LMI and how this influences careers guidance
- Be able to differentiate, using a case study format, what constitutes useful LMI for clients
- Have considered issues around collecting and appraising LMI and be able to identify good practice
- Feel able to promote equality of opportunity in an LMI context

**This section covers:**

- e. Key LMI trends: The implications for guidance
- f. LMI: Useful bits
- g. Finding and sharing LMI
- h. Using LMI to promote equality and diversity

3. **LMI Digging deeper** which aims to help users to:

- Consider the underpinning theory and implications for practice of delivering LMI
- Feel confident to exploit the internet successfully for professional updating and be able to encourage and support others to do the same
- Understand how to develop higher level research skills, including use of statistics, to support the development of LMI practice and materials
- Be able to support others to promote equal opportunities in an LMI context

**This section covers:**

- i. LMI in practice
- j. Keeping up-to-date with LMI
- k. Researching and presenting LMI
- l. LMI for equality and diversity awareness

Each section also contains an **LMI in Action** which is an activity which users can undertake in order to put what they have learned into practice. There is also a true/false quiz which can be used to check understanding.

- m. Producing a "Getting into...." leaflet
- n. Researching and then sharing LMI with colleagues/clients
- o. Planning a two hour training session on LMI to either colleagues or teachers

There is also **LMI Learning Self-Assessment** which provides an opportunity for users to reflect on where they are in terms of confidence and knowledge when using LMI in a career guidance context. It also acts as a guide to an appropriate starting point in **LMI Learning**, although it is suggested that, wherever the user starts that they take time to peruse all of the sections.

There is also **Help Central** which contains:

**LMI General Information** which covers:

- LMI Glossary of terms
- Sector Skills Councils
- Skills Development Scotland
- Careers Wales
- Careers Service Northern Ireland
- UK Commission for Employment and Skills
- LMI, equality and diversity

**LMI Research and Reports** which covers:

- Labour market reports and labour market forecasts
- Research online document store
- STEM LMI reports
- Equality and diversity reports
- LMI in careers guidance
- Selected further sources of LMI

**LMI Research** which covers:

- Using LMI Future Trends resource
- NOMIS web - official labour market statistics
- NOMIS LMI video podcasts
- Careers information resources
- Careers education resources
- National Careers Service website
- STEM LMI resources
- Comparing qualifications across countries
- Equality and diversity links