

**OCR Level 3 Award in Employment Related Services
 OCR Level 3 Certificate in Employment Related Services
 OCR Level 3 Diploma in Employment Related Services**

2012/2013

England and Wales

September 2013

REPORT FOR PUBLICATION

1. The qualifications and standards

- **Structure and content**

Assessment Team:	<p>Findings: All Assessors and Internal Verifiers are occupationally competent.</p> <p>All assessors are fully qualified with the exception of three who are working towards their qualification.</p> <p>Assessors and Internal Verifiers have undertaken relevant Continuous Professional Development and have up to date Professional Development Plans.</p>
Resources:	<p>Findings: Centres have developed their own resources to support the delivery of the units such as a specific handbook which has been developed to support the qualification.</p> <p>All centres have provided details of how their equipment and accommodation comply with relevant legislation.</p>
Candidate Support:	<p>Findings: External Verifiers have confirmed that all centres are providing information, advice and guidance about the qualifications to candidates, including information on the appeals procedure. Candidates have been positive about</p>

	<p>the support they have received.</p> <p>Good use has been made of assessment planning.</p> <p>A wide range of assessment methods are being used by centres which are appropriate to the needs of the candidates.</p>
Assessment and Verification:	<p>Findings: Centres provide both formative and summative assessment and internal verification.</p> <p>Overall the level of assessment has been good with assessors employing a range of assessment methods as well as making good use of workplace evidence.</p> <p>Standardisation meetings are in place and these meetings include feedback of External Verifier Reports and any actions to be taken.</p>
Management Systems and Records:	<p>Findings: The reports showed good management support, systems and records including proof of access to fair assessment and the monitoring of achievements in relation to diversity and equality.</p> <p>There have been no problems reported in the use of Interchange.</p>
Assessment Summary:	<p>Findings: The portfolios requested by the External Verifiers were all made available at all visits and were all for candidates who were new to the qualification. All portfolios sampled covered a range of assessment methods. All assessment and internal verification decisions were agreed.</p>

2. Sector Developments

The Career Development Institute* covers a much broader range of career development professionals than simply career guidance practitioners and it is now looking at non-traditional qualifications that will be acceptable for entry to the Register. The report on this is due to be available in September/October 2013.

The Career Development Institute website allows members to record their Continuous Professional Development which is a requirement of their registration. Case Studies on the site show how people can progress from one level of qualification to another and also from other qualifications such as the ones in Employment Related Services.

*The Careers Profession Alliance is made up of the Institute of Careers Guidance; Association for Careers Education and Guidance; National Association for Educational Guidance for Adults and the Association of Career Professionals International. The remit of the organisation is to bring together the professional bodies engaged in career development in the UK to create a careers profession comparable to other Chartered professions, both in public standing and in the rigour of its supervision of members. The vision for the CPA is to achieve: A profession that inspires confidence in the public, dedicated to delivering high quality career development activities and services that help individuals achieve their full potential and support economic productivity while ensuring equality of opportunity for all.