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|  | **Evidence Record Sheet**OCR Level 4 Diploma in Career Information and Advice |
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| **Unit Title:**  | **Interact with clients to determine their need for career guidance and development** |
| **OCR unit number:** | **Unit 03** |
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| **Learner Name:** |  |
| I confirm that the evidence provided is a result of my own work. |
| **Signature of learner:** |  | **Date:** |  |

| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| --- | --- | --- | --- |
| 1. Understand the skills required to interact with clients to establish their career guidance and development needs | 1.1 explain the interaction skills required to establish client career guidance and development needs 1.2 explain how to tailor the interaction to suit the client’s requirements |  |  |
| 2. Understand the use of different digital technologies to communicate with clients | 2.1 evaluate the use of digital technologies to communicate with clients |  |  |
| 3. Be able to interact with clients to determine their needs for careers guidance and development | 3.1 discuss with clients their expectations of the career-related interaction3.2 tailor communication in the interaction to meet the needs of individual clients |  |  |
| 4. Be able to identify client career guidance and development needs | 4.1 question clients to establish their career guidance and development needs4.2 listen to and reflect back client responses to check own understanding4.3 agree with clients their career guidance and development needs and how these will be met4.4 record the outcomes of career guidance and development interaction  |  |  |

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| **\*Assessment method key:** O = observation of learner, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QL = questioning of learner; QW = questioning of witness; PD = professional discussion |

I confirm that the learner has demonstrated competence by satisfying all of the criteria for this unit and that I have authenticated the work.

Signature of assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of qualified assessor (if required) and date:

IV initials (if sampled) and date: Countersignature of qualified IV (if required) and date: