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|  | **Evidence Record Sheet**OCR Level 4 Diploma in Career Information and Advice |
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| **Unit Title:**  | **Explore and agree how to meet the career-related needs of the client** |
| **OCR unit number:** | **Unit 08** |
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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 techniques to explore the career-related needs of clients | 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 clients2.2 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 actions3.3 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 needs4.2 agree the objectives and content of action plans with clients to meet their career-related needs4.3 identify how barriers to achieving action plans will be overcome4.4 record career-related action plans |  |  |
| **\*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: