

Unit Title:	Preparing to work in the career development sector
OCR unit number:	Unit 01
Level:	4
Credit value:	6
Guided learning hours:	40

## Unit purpose and aim

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This unit aims to develop the learner's critical understanding of the career development sector, careers provision within their own organisation, the roles within it and the application of key legislation, codes of practice and ethical principles to their own work and that of the careers provision within their own organisation.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <ol style="list-style-type: none"> <li>Understand the career development sector</li> </ol>	<p>The learner will:</p> <ol style="list-style-type: none"> <li>compare the contexts in which career development services are provided</li> <li>summarise the key policies, trends and developments related to career development</li> <li>analyse the social, personal and economic benefits of career development</li> </ol>
<ol style="list-style-type: none"> <li>Understand roles within the organisation</li> </ol>	<ol style="list-style-type: none"> <li>explain the aims and values of the organisation</li> <li>explain the purpose and function of roles within the organisation</li> <li>analyse own role, responsibilities and boundaries in the organisation</li> <li>analyse the role of stakeholders working with the organisation</li> </ol>
<ol style="list-style-type: none"> <li>Understand working practices within the career development sector</li> </ol>	<ol style="list-style-type: none"> <li>explain ways to develop and sustain productive working relationships with colleagues in the organisation</li> <li>evaluate ways to plan, organise and manage own work role within organisational requirements</li> <li>explain how to provide a safe and suitable environment for the provision of career development services</li> </ol>

Learning Outcomes	Assessment Criteria
	3.4 explain why it is necessary to record careers-related information and action in accordance with organisational protocols
4. Understand the impact of legislative policy, professional codes of practice and ethics on the career development sector	4.1 analyse how legislative requirements and codes of practice impact on the organisations policies and procedures 4.2 discuss the impact of professional codes of practice and ethics on the work of the career development sector

## Assessment

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This unit is internally assessed and externally verified by OCR Assessors. Simulations are not allowed.

To achieve a Pass, learners must produce evidence which meets all the assessment criteria.

## Evidence requirements

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All evidence of a learner's performance must be generated in the workplace. Learners must produce their own work and assessors use a range of assessment methods. More information about suitable forms of evidence can be found in the OCR Level 4 Diploma in Career Information and Advice Centre Handbook.

## Guidance on assessment and evidence requirements

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In order to provide appropriate evidence to meet the assessment criteria for this unit the following methods can be used:

- assignment/report
- professional discussion and/or questioning of the learner.