

Unit Title:	Meeting the career-related information needs of clients
OCR unit number:	Unit 04
Level:	4
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's understanding of career-related information and help the learner to use it with clients, and to signpost clients if needed to other sources of career-related information.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <ol style="list-style-type: none"> Understand sources of career-related information including web-based information 	<p>The learner will:</p> <ol style="list-style-type: none"> 1.1 evaluate the sources, forms and types of career-related information 1.2 evaluate career-related information 1.3 evaluate ways to keep career-related information reliable, safe and up to-date
<ol style="list-style-type: none"> Be able to support client's access and use of career-related information 	<ol style="list-style-type: none"> 2.1 agree career-related information needs with clients 2.2 identify sources of career-related information to meet client needs 2.3 interpret career-related information to meet client needs 2.4 support client's access to and use of career-related information 2.5 record career-related information given to clients in accordance with organisational procedures
<ol style="list-style-type: none"> Be able to signpost clients to external sources of career-related information in accordance with organisational procedures 	<ol style="list-style-type: none"> 3.1 explain to clients, sources of career-related information provided by other services to meet their needs 3.2 signpost clients to sources of career-related information to meet their needs

Assessment

This unit is internally assessed and externally verified by OCR Assessors. Assessment must include direct observation of practice. Simulations are not allowed.

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

Evidence requirements

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

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

- assignment/report
- case study
- product evidence
- professional discussion.

The use of observation should preferably be face to face or through 'visual technology'. The use of audio recordings is allowed where the above options are not accessible or for a telephone guidance-based service.