

Unit Title:	Use digital technology in the career development sector
OCR unit number:	Unit 22
Level:	6
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's ability to understand and use digital technology in the career development sector.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <ol style="list-style-type: none"> Understand how digital technology can be used in the career development sector 	<p>The learner will:</p> <ol style="list-style-type: none"> critically evaluate a range of digital technologies and how they are used in the sector to collect and curate information; create, change and deliver activities and connect, collaborate and communicate with clients and colleagues evaluate a range of methods to keep up to date with developments in digital technologies used in the career development sector
<ol style="list-style-type: none"> Understand the legislative requirements and ethical implications when using digital technology 	<ol style="list-style-type: none"> analyse the impact of relevant legislation on the use of digital technology in the sector explain the ethical implications when using digital technologies with clients and colleagues, including accessibility, availability, confidentiality, well-being, equality and impartiality
<ol style="list-style-type: none"> Understand different platform features used to enhance communication and maintain the safety and well-being of users 	<ol style="list-style-type: none"> evaluate a range of platform features and how they are used to enhance communication evaluate a range of methods to maintain the safety and well-being of users when communicating using digital technology
<ol style="list-style-type: none"> Be able to plan how to use digital technology to deliver an outcome 	<ol style="list-style-type: none"> establish the outcome of the use of the digital technology critically evaluate a range of digital technologies that could be used to deliver the outcome

Learning Outcomes	Assessment Criteria
	4.3 plan the use of the digital technology to deliver the outcome
5. Be able to use the digital technology to deliver the outcome and maintain the well-being of users	5.1 use the digital technology to deliver the outcome 5.2 consider the well-being of users when delivering the outcome
6. Be able to evaluate the use of digital technology in delivering an outcome	6.1 evaluate the use of digital technology in delivering an outcome 6.2 apply the outcomes of the evaluation to the planning of future use of the digital technology

Assessment

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

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:

- assignment/report
- observation
- personal statement
- product evidence
- professional discussion
- witness testimony.

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.