

Unit Title:	Assist clients to apply for learning, training or work
OCR unit number:	Unit 12
Level:	4
Credit value:	3
Guided learning hours:	20

Unit purpose and aim

This unit aims to develop the learner's understanding of processes and procedures for applying for learning, training or work and help the learner to impart this knowledge to clients. This includes web-based processes.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <ol style="list-style-type: none"> Understand application processes and procedures for learning, training and work 	<p>The learner will:</p> <ol style="list-style-type: none"> explain the range of application processes and procedures for learning, training or work evaluate the nature and format of information required to make applications for learning, training or work
<ol style="list-style-type: none"> Be able to assist clients making applications for learning, training or work 	<ol style="list-style-type: none"> provide advice to clients about the nature and format of application information required provide assistance and advice to clients preparing for learning, training or work interviews
<ol style="list-style-type: none"> Be able to evaluate with clients the outcomes of the application process for learning, training or work 	<ol style="list-style-type: none"> review with clients lessons learned from the application process for learning, training or work discuss with clients how they will apply their knowledge and understanding of the application process in the future

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 6 Diploma in Career Guidance and Development 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.

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.