

Unit Title:	Lead and manage career development work in an organisation
OCR unit number:	Unit 17
Level:	6
Credit value:	9
Guided learning hours:	60

Unit purpose and aim

This unit aims to develop the learner's critical understanding of the leadership and management of career development work in an educational or training institution, such as a school, college, work-based training provider or university, or in a business setting or employing organisation and to help the learner to lead and manage career development work in such organisations.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <p>1. Understand models for the role of career development leader in an organisation</p>	<p>The learner will:</p> <p>1.1 explain how the principles of leadership, line management and project management, coordination and networking can be applied to career development work in own organisation</p> <p>1.2 critically analyse a range of models for the role of career development leader</p> <p>1.3 justify a model for effective leadership of career development work in own organisation</p>
<p>2. Be able to promote career development work within an organisation</p>	<p>2.1 explain the value and impact of career development work</p> <p>2.2 secure support for career development work from senior leaders and managers within own organisation</p> <p>2.3 communicate the benefits of career development work clearly within own organisation</p>
<p>3. Be able to work with senior leaders to develop policy for career development work</p>	<p>3.1 critically review current policy, and develop a strategy for career development work, with a commentary justifying such proposals</p> <p>3.2 advise senior leaders and managers on policy, priorities and resources for career development work</p>

Learning Outcomes	Assessment Criteria
4. Be able to plan the overall programme of career development work within an organisation	<p>4.1 plan the overall programme of career development work, in consultation with others</p> <p>4.2 justify how the various components of the programme of career development work form a coherent whole</p>
5. Be able to manage colleagues and resources in order to deliver career development work	<p>5.1 devolve responsibilities and delegate tasks to colleagues involved in career development work, justifying the decisions taken</p> <p>5.2 maintain an overview of colleagues and resources used in the delivery of career development work</p> <p>5.3 monitor and support staff in the delivery of career development work</p> <p>5.4 prepare and account for budgets for career development work</p>
6. Be able to manage effective partnerships to deliver career development work	<p>6.1 explain the principles of partnership working, negotiating agreements, commissioning and contract monitoring in relation to career development work</p> <p>6.2 justify the partnership arrangements required for effective career development work in own organisation</p> <p>6.3 develop and maintain partnerships with other departments within own organisation</p>
7. Understand how to commission career development services for an organisation	<p>7.1 understand how to negotiate agreements and secure contracts with relevant partners including career development service providers, and keep such arrangements under review</p>

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 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:

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