

Unit Title:	Enable clients to develop and evidence their employment-related skills
OCR unit number:	Unit 21
Level:	6
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's critical understanding of employment-related skills, their value and how to enable clients to develop, consider, articulate and evidence their employment-related skills.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <ol style="list-style-type: none"> Understand the concept of employment-related skills and how these have changed over time 	<p>The learner will:</p> <ol style="list-style-type: none"> examine the definition of employment-related skills as used in different contexts across the career development sector critically analyse research that supports the need for employment-related skills and how these have evolved
<ol style="list-style-type: none"> Understand how clients develop their employment-related skills 	<ol style="list-style-type: none"> critically evaluate a range of formal and informal ways in which clients can develop their employment-related skills analyse a range of methods to motivate clients to further develop their employment-related skills
<ol style="list-style-type: none"> Understand the different ways in which clients can consider, articulate, and evidence their employment-related skills 	<ol style="list-style-type: none"> identify ways in which clients can learn about the employment-related skills requested by different types of employer evaluate different methods and reflective models, clients can use to reflect upon the development of their employment-related skills evaluate different methods to enable clients to articulate and evidence their employment-related skills

Learning Outcomes	Assessment Criteria
4. Plan the content of an activity to enable clients to consider, articulate and evidence their employment-related skills and be motivated to develop these further	4.1 establish the learning needs of the clients and the learning outcomes for the activity 4.2 plan the content of the activity
5. Be able to deliver the employment-related skills activity	5.1 deliver the employment-related skills activity using relevant skills to meet clients' needs
6. Be able to evaluate the employment-related skills activity	6.1 evaluate the outcomes of learning from the employment-related skills activity 6.2 apply the outcomes of the evaluation of the activity to the planning of future employment-related skills activities

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 in addition to the requirement for observation:

- assignment/report
- 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.