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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Reflect on and improve professional practice** |
| **OCR unit number:** | **Unit 02** |
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| **Learner Name:** |  |
| I confirm that the evidence provided is a result of my own work. |
| **Signature of learner:** |  | **Date:** |  |

| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| --- | --- | --- | --- |
| 1. Understand reflective practice | 1.1 critically evaluate theories of reflective practice1.2 analyse principles of reflective practice |  |  |
| 2. Understand methods used to reflect on practice | 2.1 evaluate methods used to reflect on professional practice2.2 critically evaluate the application of reflective practice methods on own professional practice  |  |  |
| 3. Understand the need for continuous professional development as a career development practitioner | 3.1 explain the role of continuous professional development in maintaining and developing professional status and improvement of practice3.2 evaluate sources of continuous professional development approaches and activities to improve practice |  |  |
| 4. Be able to reflect on own performance as a career development professional | 4.1 evaluate own performance as a career development professional using a range of methods4.2 review own practice with respect to legislation, codes of practice and ethics |  |  |
| 5. Be able to improve own practice through continuous professional development | 5.1 prioritise areas for continuous professional development and improvement5.2 produce personal action plans to update, maintain and improve practice5.3 undertake planned continuous professional development to update, maintain and improve practice5.4 evaluate the effectiveness of the continuous professional development undertaken |  |  |
| **\*Assessment method key:** O = observation of candidate, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QL = questioning of learner; QW = questioning of witness; PD = professional discussion |

I confirm that the learner has demonstrated competence by satisfying all of the criteria for this unit and that I have authenticated the work.

Signature of assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of qualified assessor (if required) and date:

IV initials (if sampled) and date: Countersignature of qualified IV (if required) and date: