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|  | | | **Evidence Record Sheet**  OCR Level 6 Diploma in Career Guidance and Development | | |
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| **Unit Title:** | **Undertake research on behalf of the service** | | | | |
| **OCR unit number:** | **Unit 16** | | | | |
|  |  | | | | |
| **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 the research requirements of the career development service and its clients | 1.1 critically analyse the research requirements of the service and its clients  1.2 analyse the legislative and service policies governing research |  |  |
| 2. Understand research methods used in career development services | 2.1 critically evaluate research methods used in career development services  2.2 analyse the service’s research processes  2.3 critically evaluate research dissemination and presentation methods used by career development services |  |  |
| 3. Be able to agree research requirements | 3.1 review previous research related to research requirements  3.2 negotiate research objectives and evidence requirements with colleagues, stakeholders and clients  3.3 agree research dissemination strategies aligned to organisation and client needs  3.4 agree client involvement in the research process in accordance with the service procedures |  |  |
| 4. Be able to source evidence and information to meet the needs of the service and its clients | 4.1 identify the scope and characteristics of research evidence and information requirements  4.2 review sources of evidence and information required to achieve research objectives  4.3 negotiate access to sources of evidence and information  4.4 collect evidence and information to meet research objectives |  |  |
| 5. Be able to analyse research evidence and information | 5.1 analyse research evidence and information  5.2 amalgamate research outcomes to draw conclusions  5.3 justify research findings  5.4 record the outcomes of research in accordance with service requirements |  |  |
| 6. Be able to report on research outcomes to meet the needs of the service and its clients | 6.1 present research findings to meet the requirements of the service and its clients  6.2 reference evidence and information in accordance with service protocols |  |  |
| **\*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: