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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Continuously improve career development work in an organisation** |
| **OCR unit number:** | **Unit 18** |
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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\*** |
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| 1. Understand professional standards for career development work | 1.1 critically comment on the professional standards relevant to their role in career development |  |  |
| 2. Understand the key research findings that demonstrate the value and impact of career development work | 2.1 critically analyse research studies on the value and impact of career development work2.2 relate the findings of research studies on career development work to the strategic aims and objectives of own organisation |  |  |
| 3. Be able to undertake and lead reviews and evaluations of career development work | 3.1 critically analyse frameworks and tools for monitoring, reviewing and evaluating career development work3.2 critically review and evaluate the impact of career development work in own organisation and prepare reports |  |  |
| 4. Be able to lead developments in career development work | 4.1 critically evaluate theories of change management and development planning4.2 prepare improvement plans for career development work within own organisation, justifying the recommendations made4.3 implement improvement plans for career development work |  |  |
| 5. Be able to lead and manage continuing professional development for colleagues involved in career development work | 5.1 analyse and comment on the training needs of colleagues involved in career development work5.2 plan and prepare training activities for colleagues, justifying the proposals5.3 review outcomes of training with colleagues, for both the individual and the organisation |  |  |
| **\*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: