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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Publicise and negotiate career development provision with external agencies or other departments within the same organisation** |
| **OCR unit number:** | **Unit 24** |
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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 the range of career development provision to be offered | 1.1 critically evaluate the range, content and benefits of the career development provision on offer1.2 explain how to identify the needs of internal and external audiences for career development services |  |  |
| 2. Understand different methods to publicise the career development provision on offer | 2.1 evaluate a range of ways, including the use of digital technologies, in which the career development provision on offer can be publicised2.2 review how to adapt different publicity methods to suit an external and internal audience |  |  |
| 3. Understand the negotiation process | 3.1 evaluate a range of negotiation techniques 3.2 detail the legal requirements and ethical considerations when negotiating provision delivery with internal and external parties3.3 evaluate methods to develop ongoing working relationships with internal and external parties and how to manage conflict |  |  |
| 4. Publicise and negotiate the delivery of career development provision to an internal or external party | 4.1 publicise the career development provision to an external or internal party4.2 negotiate and agree the delivery and evaluation of the career development provision including written agreement on the activity to be provided |  |  |
| 5. Be able to evaluate the publicising and negotiation of the delivery of career development provision to an external or internal party | 5.1 evaluate the publicity and negotiation undertaken5.2 apply the outcomes of the evaluation to the future publicity and negotiation of career development provision |  |  |
| **\*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: