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|  | | | **Evidence Record Sheet**  OCR Level 4 Diploma in Career Information and Advice\*  OCR Level 6 Diploma in Career Guidance and Development\*  \*Delete as appropriate | | |
|  | | | | | |
| **Unit Title:** | **Preparing to work in the career development sector** | | | | |
| **OCR unit number:** | **Unit 01** | | | | |
|  |  | | | | |
| **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 career development sector | 1.1 compare the contexts in which career development services are provided  1.2 summarise the key policies, trends and developments related to career development  1.3 analyse the social, personal and economic benefits of career development |  |  |
| 2. Understand roles within the organisation | 2.1 explain the aims and values of the organisation  2.2 explain the purpose and function of roles within the organisation  2.3 analyse own role, responsibilities and boundaries in the organisation  2.4 analyse the role of stakeholders working with the organisation |  |  |
| 3. Understand working practices within the career development sector | 3.1 explain ways to develop and sustain productive working relationships with colleagues in the organisation  3.2 evaluate ways to plan, organise and manage own work role within organisational requirements  3.3 explain how to provide a safe and suitable environment for the provision of career development services  3.4 explain why it is necessary to record careers-related information and action in accordance with organisational protocols |  |  |
| 4. Understand the impact of legislative policy, professional codes of practice and ethics on the career development sector | 4.1 analyse how legislative requirements and codes of practice impact on the organisations policies and procedures  4.2 discuss the impact of professional codes of practice and ethics on the work of the career development sector |  |  |
| **\*Assessment method key:** O = observation of learner, 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: