|  |  |
| --- | --- |
|  | **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:**  | **Promote career-related learning to clients** |
| **OCR unit number:** | **Unit 14** |
|  |  |
| **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 policy context for career-related learning | 1.1 explain the policy context for career-related learning |  |  |
| 2. Understand the characteristics of career-related learning | 2.1 analyse the characteristics of career-related learning in the workplace, education, training and in the community |  |  |
| 3. Understand the promotion of career-related learning to clients | 3.1 outline the types of organisation and the types of services and products that meet career related needs3.2 explain the activities used to promote career-related learning3.3 explain promotional techniques to motivate clients to participate in career related learning3.4 analyse the benefits and limitations of promoting career-related learning to clients |  |  |
| 4. Be able to negotiate with external organisations to promote career-related learning | 4.1 identify the needs of the organisation for a range of services and products4.2 negotiate with external organisations to agree respective roles and responsibilities for promoting career-related learning |  |  |
| 5. Be able to implement career-related learning promotional activities | 5.1 design promotional activities to engage clients in career-related learning5.2 deliver promotional activities to clients to engage them in career-related learning |  |  |
| **\*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: