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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:**  | **Enable clients to develop and evidence their employment-related skills** |
| **OCR unit number:** | **Unit 21** |
|  |  |
| **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 concept of employment-related skills and how these have changed over time | * 1. examine the definition of employment-related skills as used in different contexts across the career development sector
	2. critically analyse research that supports the need for employment-related skills and how these have evolved
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| 1. Understand how clients develop their employment-related skills
 | * 1. critically evaluate a range of formal and informal ways in which clients can develop their employment-related skills
	2. analyse a range of methods to motivate clients to further develop their employment-related skills
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| 1. Understand the different ways in which clients can consider, articulate, and evidence their employment-related skills
 | * 1. identify ways in which clients can learn about the employment-related skills requested by different types of employer
	2. evaluate different methods and reflective models, clients can use to reflect upon the development of their employment-related skills
	3. evaluate different methods to enable clients to articulate and evidence their employment-related skills
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| 4. Plan the content of an activity to enable clients to consider, articulate and evidence their employment-related skills and be motivated to develop these further | 4.1 establish the learning needs of the clients and the learning outcomes for the activity 4.2 plan the content of the activity |  |  |
| 5. Be able to deliver the employment-related skills activity | 5.1 deliver the employment-related skills activity using relevant skills to meet clients’ needs |  |  |
| 6. Be able to evaluate the employment-related skills activity | 6.1 evaluate the outcomes of learning from the employment-related skills activity 6.2 apply the outcomes of the evaluation of the activity to the planning of future employment-related skills activities |  |  |
| **\*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: