|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | **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:** | **Use digital technology in the career development sector** | | | | |
| **OCR unit number:** | **Unit 22** | | | | |
|  |  | | | | |
| **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 how digital technology can be used in the career development sector | 1.1 critically evaluate a range of digital technologies and how they are used in the sector to collect and curate information; create, change and deliver activities and connect, collaborate and communicate with clients and colleagues  1.2 evaluate a range of methods to keep up to date with developments in digital technologies used in the career development sector |  |  |
| 2. Understand the legislative requirements and ethical implications when using digital technology | 2.1 analyse the impact of relevant legislation on the use of digital technology in the sector  2.2 explain the ethical implications when using digital technologies with clients and colleagues, including accessibility, availability, confidentiality, well-being, equality and impartiality |  |  |
| 3. Understand different platform features used to enhance communication and maintain the safety and well-being of users | 3.1 evaluate a range of platform features and how they are used to enhance communication  3.2 evaluate a range of methods to maintain the safety and well-being of users when communicating using digital technology |  |  |
| 4. Be able to plan how to use digital technology to deliver an outcome | 4.1 establish the outcome of the use of the digital technology  4.2 critically evaluate a range of digital technologies that could be used to deliver the outcome  4.3 plan the use of the digital technology to deliver the outcome |  |  |
| 5. Be able to use the digital technology to deliver the outcome and maintain the well-being of users | 5.1 use the digital technology to deliver the outcome  5.2 consider the well-being of users when delivering the outcome |  |  |
| 6. Be able to evaluate the use of digital technology in delivering an outcome | 6.1 evaluate the use of digital technology in delivering an outcome  6.2 apply the outcomes of the evaluation to the planning of future use of the digital technology |  |  |
| **\*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: