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|  | **Record of Achievement**OCR Level 6 Diploma in Career Guidance and Development |

Learner name:

| **Unit Title** | **Credit Value** | **Date** | **Assessor signature** |
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| **Mandatory units** |  |  |  |
| **Unit 1** | Preparing to work in the career development sector | 6 |  |  |
| **Unit 2** | Reflect on and improve professional practice | 6 |  |  |
| **Unit 3** | Career guidance theory career guidance and development theories and models | 9 |  |  |
| Unit 4 | Agree the purpose of client-centred career interactions and maintain communication with clients | 6 |  |  |
| Unit 5 | Explore and agree the career guidance and development needs of clients | 6 |  |  |
| Unit 6 | Use career-related information with clients | 6 |  |  |
| Unit 7 | Work with other agencies for the benefit of clients and own organisation | 6 |  |  |
| Optional units |  |  |  |
| Unit 8 | Use diagnostic and assessment tools with clients | 6 |  |  |
| Unit 9 | Source, evaluate and use Labour Market Intelligence (LMI) with clients | 3 |  |  |
| Unit 10 | Understand how to support specific client groups to overcome barriers to learning, training and work | 6 |  |  |
| Unit 11 | Engage with other relevant people to help clients to meet their career development needs | 3 |  |  |
| Unit 12 | Assist clients to apply for learning, training and work | 3 |  |  |
| Unit 13 | Provide on-going support to clients | 3 |  |  |
| Unit 14 | Promote career-related learning to clients | 6 |  |  |
| Unit 15 | Negotiate on behalf of clients | 6 |  |  |
| Unit 16 | Undertake research on behalf of the service | 6 |  |  |
| Unit 17 | Lead and manage career development work in an organisation | 9 |  |  |
| Unit 18 | Continuously improve career development work in an organisation | 6 |  |  |
| Unit 19 | Plan and design career-related learning programmes | 9 |  |  |
| Unit 20 | Manage a personal caseload/work responsibilities in the career development sector | 4 |  |  |
| Unit 21 | Enable clients to develop and evidence their employment-related skills | 6 |  |  |
| Unit 22 | Use digital technology in the career development sector | 6 |  |  |
| Unit 23 | Plan, deliver and evaluate presentations | 6 |  |  |
| Unit 24 | Publicise and negotiate career development provision with external agencies or other departments within the same organisation | 6 |  |  |
| Unit 25 | Use the expertise of employers and other organisations in the delivery of career learning/development activities | 6 |  |  |
| Unit 26 | Plan, deliver and evaluate career-related learning in groups | 6 |  |  |