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|  | **Record of Achievement**OCR Level 4 Diploma in Career Information and Advice |

Learner name:

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| **Unit Title** | **Credit Value** | **Date** | **Assessor signature** |
| **Mandatory units** |  |  |  |
| **Unit 1** | Preparing to work in the career development sector | 6 |  |  |
| **Unit 2** | Reflecting on practice and continuous professional development | 6 |  |  |
| **Unit 3** | Interact with clients to determine their need for career guidance and development  | 6 |  |  |
| Unit 4 | Meeting the career-related information needs of clients | 6 |  |  |
| Unit 5 | Career choice theories and concepts to support clients | 6 |  |  |
| Optional units |  |  |  |
| Unit 6 | Plan and deliver career-related learning in groups  | 6 |  |  |
| Unit 7 | Assist clients to review the achievement of career-related actions  | 3 |  |  |
| Unit 8 | Explore and agree how to meet the career-related needs of clients | 6 |  |  |
| Unit 9 | Source, evaluate and use Labour Market Information (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 | Obtain and organise career-related information to support clients  | 3 |  |  |
| Unit 17 | Refer clients to sources of support to meet their needs  | 3 |  |  |
| Unit 18 | Prepare to deliver services to clients in an outreach setting  | 3 |  |  |
| Unit 19 | Operate within networks to support the delivery of the service  | 3 |  |  |
| 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 |  |  |