

Unit Title: **Interact with clients using a range of media**

OCR unit number 6
 Unit sector reference AG4
 Level: 2
 Credit value: 3
 Guided learning hours: 20

Unit purpose and aim

To show that the candidates can interact with clients in the most suitable way.

Learning Outcomes	Assessment Criteria
The Learner will:	The Learner can:
1 Be able to establish interaction with clients using a range of media	1.1 Respond to clients promptly according to organisational procedures and in a way that encourages them to stay connected to the service 1.2 Identify any constraints on clients and the circumstances in which the interaction is being carried out
2 Be able to deal with problems maintaining interactions	2.1 Identify any problems in an interaction 2.2 Take appropriate action to ensure that the interaction is maintained 2.3 Describe the types of problems that can occur across different types of media
3 Be able to provide information and focus on the client's requirements	3.1 Provide information about the service and confirm if it is appropriate to the client 3.2 Encourage clients to share their concerns
4 Understand how to communicate using a range of media	4.1 Explain the range of media most often used by the service 4.2 Explain the information that can be provided and who can be helped by the service 4.3 Explain how to encourage communication without face to face contact
5 Be able to identify risks to the client	5.1 Assess whether there is any risk or danger facing the client and take appropriate action

Assessment

This qualification is internally assessed by centre staff and externally verified by an OCR Assessor.

Evidence requirements

Simulation is not allowed for any part of this unit.

All evidence of your performance must be generated in your workplace, in accordance with organisational procedures and national, local and professional guidelines.

Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using and the tasks you will be undertaking to demonstrate your competence.

You must provide your assessor with evidence for all of the assessment criteria for each learning outcome. Your assessor must be satisfied that you are able to undertake your work activities consistently over a period of time.

It is up to your assessor, working with the guidance provided, to determine a suitable mix of assessment methods, and to decide on the amount and type of evidence that is required to judge your competence.

The preferred assessment methods to be used for this unit are:

Direct observation of performance: Observation of you undertaking real work activities. This could involve interacting with clients or providing information to clients.

Evaluation of work products: Any item generated from real work activities. Evidence could be from different locations and from a variety of sources. This could include case notes, records and correspondence. It is not required in your portfolio and can remain where it is normally stored. The location and relevance of the evidence must be indicated in your portfolio. The evidence must be available for assessment and verification.

Questioning: Questions to ensure that you are able to apply your knowledge to your performance in the real work place. This may be used for areas not observed or evidenced through work products. This may be oral or written but evidence of the questioning must be recorded in an appropriate format. In addition your assessor may ask questions to clarify aspects of your practice.

Witness testimony: A confirmation or authentication of activities described in your evidence which your assessor has not seen. This could include a report or statement from a line manager or other appropriate person.

Professional discussion: A structured discussion with your assessor, about your performance of specific activities and a reflection on the reasons why you practised that way. The key aspects of this discussion will be recorded in a suitable format as evidence in your portfolio.

National Occupational Standards (NOS) mapping/signposting

This unit is derived from the National Occupational Standards in Advice and Guidance 2006 (Lifelong Learning UK).

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.