

Unit Title:	Prepare to represent advice and guidance clients in formal proceedings
OCR unit number	11
Unit sector reference	AG9
Level:	5
Credit value:	6
Guided learning hours:	35

Unit purpose and aim

To show the ability to work with the client to prepare suitable arguments for use in formal proceedings.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Be able to prepare clients for formal proceedings</p>	<p>The Learner can:</p> <p>1.1 Explain to clients the roles and responsibilities of those involved in the proceedings</p> <p>1.2 Explain to the clients the potential advantages and disadvantages of the proceedings</p> <p>1.3 Explain to the clients the stages, timescales and cost implications of the proceedings</p> <p>1.4 Explain to clients both the types of information and the nature of the arguments that will be used during the proceedings</p> <p>1.5 Confirm the clients understanding and secure their formal agreement for representation to begin</p>
<p>2 Be able to prepare information for the formal proceedings</p>	<p>2.1 Confirm the parties involved in the case</p> <p>2.2 Obtain information on the case, obtaining any additional information that may be required.</p> <p>2.3 Ensure information is disclosed according to established procedures</p> <p>2.4 Identify any aspects of the case that may lead to a reconsideration of its outcomes</p> <p>2.5 Confirm where the case will be heard and the parties involved</p>

Learning Outcomes	Assessment Criteria
3 Be able to prepare the presentation of the case	3.1 Identify the key aspects of the case 3.2 Prepare a strategy for arguing the case 3.3 Identify the approach to advocacy that is likely to be successful 3.4 Identify the line of questioning that will be put to the parties involved and the potential responses to the questions

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.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .