Candidate name:

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Title** | **Credit Value** | **Date** | **Assessor signature** |
| **Mandatory units** |  |  |  |
| Unit 1 | Preparing to work in the career information, advice and guidance sector | 6 |  |  |
| Unit 2 | Reflecting on practice and continuous professional development | 6 |  |  |
| **Unit 3** | Interview clients to determine their need for career information, advice and guidance | 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 a career-related actions | 2 |  |  |
| Unit 8 | Provide ongoing support to clients | 2 |  |  |
| Unit 9 | Use diagnostic and assessment tools with clients | 6 |  |  |
| Unit 10 | Explore and agree how to meet the career-related needs of the client  | 6 |  |  |
| Unit 11 | Source, evaluate and use Labour Market Information with clients | 3 |  |  |
| Unit 12 | Engage with support networks to help clients to meet their career-related needs | 3 |  |  |
| Unit 13 | Assist clients to apply for learning, training and work | 3 |  |  |
| Unit 14 | Negotiate on behalf of clients | 4 |  |  |
| Unit 15 | Understand how to support specific client groups to overcome barriers to learning, training and work | 3 |  |  |
| Unit 16 | Obtain and organise career-related information to support clients | 3 |  |  |
| Unit 17 | Refer clients to sources of specialist support to meet their needs | 2 |  |  |
| Unit 18 | Undertake research on behalf of the service | 6 |  |  |
| Unit 19 | Advocate on behalf of clients | 4 |  |  |
| Unit 20 | Prepare to deliver services to clients in an outreach setting | 2 |  |  |
| Unit 21 | Promote career-related learning to clients | 6 |  |  |
| Unit 22 | Operate within networks to support the delivery of the service | 2 |  |  |
| Unit 23 | Evaluate service provision | 3 |  |  |