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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Agree the purpose of client-centred career guidance interviews and maintain communication with clients**  |
| **OCR unit number:** | **Unit 4** |
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| **Candidate Name:** |  |
| I confirm that the evidence provided is a result of my own work. |
| **Signature of candidate:** |  | **Date:** |  |

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| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| 1. Understand techniques used to agree the purpose of careers guidance interviews with clients  | 1.1 evaluate purpose of different types of career guidance interviews1.2 analyse techniques used to agree the purpose of careers guidance interviews with clients1.3 justify the requirement for client-centred interviews to have clearly defined outcomes |  |  |
| 2. Understand the media used to communicate with clients  | 2.1 critically analyse available media used to communicate with clients2.2 evaluate use of techniques to communicate with clients |  |  |
| 3. Be able to agree with clients the purpose of career guidance interviews | 3.1 discuss with clients their expectations of careers guidance interviews3.2 tailor communication in the interview to meet the needs of individual clients3.3 explain to clients how interviews will result in outcomes requiring actions |  |  |
| 4. Be able to maintain communication with the client during the client-centred interview | 4.1 adapt communication with clients to meet their specific requirements4.2 reflect back client responses to check understanding4.3 summarise outcomes of the client-centred interview4.4 record the outcomes of careers guidance interviews |  |  |
| **\*Assessment method key:** O = observation of candidate, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QC = questioning of candidate; QW = questioning of witness; PD = professional discussion |

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit and that I have authenticated the work.

Signature of assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of qualified assessor (if required) and date:

IV initials (if sampled) and date: Countersignature of qualified IV (if required) and date: