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|  | **Evidence Record Sheet**OCR Level 6 Diploma in Career Guidance and Development |
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| **Unit Title:**  | **Explore and agree the career guidance and development needs of clients** |
| **OCR unit number:** | **Unit 5** |
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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 methodologies to explore client career guidance and development needs | 1.1evaluate methodologies to explore the career guidance and development needs of clients1.2evaluate methodologies used to develop client decision-making skills with respect to their career guidance and development needs |  |  |
| 2.Understand methods to agree client career guidance and development needs | 2.1evaluate methods used to agree career guidance and development options2.2analyse ways to include clients in the planning of career guidance and development options  |  |  |
| 3.Understand how to evaluate the impact on clients of career guidance and development  | 3.1critically analyse methodologies used to evaluate the impact on clients of career guidance and development |  |  |
| 4.Be able to analyse client career guidance and development needs | 4.1apply methodologies to analyse the career guidance and development needs of clients4.2review the outcomes of analysis with clients to identify career guidance and development options and actions4.3apply techniques to support the development of client confidence and skills to determine their own career guidance and development needs  |  |  |
| 5.Be able to agree action plans with clients to meet their career guidance and development needs | * 1. agree the objectives and content of action plans with clients to meet their career guidance and development needs

5.2establish with clients support needed to achieve career guidance and development objectives |  |  |
| 6.Be able to evaluate with clients the impact of career guidance and development | 6.1apply methodologies to evaluate with clients the impact of career guidance and development6.2use evaluation of impact to agree with client’s their further career guidance and development needs6.3record plans agreed with clients for further career guidance and development |  |  |
| **\*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: