

Unit Title:	Assist clients to review the achievement of career-related actions
OCR unit number	Unit 7
Level:	4
Credit value:	2
Guided learning hours:	15

Unit purpose and aim

This unit aims to develop the learner's understanding of techniques for reviewing client progress and achievement, identifying barriers to achieving a course of action and revising their plan of action and to enable the learner to apply these in practice achievement.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <p>1. Understand techniques to support clients to review the achievement of career-related actions</p>	<p>The learner will:</p> <p>1.1 analyse techniques used to support clients to review achievements related to planned career-related actions</p>
<p>2. Be able to support client review of career-related actions</p>	<p>2.1 assist clients in applying techniques to review achievement of career-related actions</p> <p>2.2 identify with clients motivation techniques to overcome barriers to achievement of their career-related actions</p> <p>2.3 assist clients in planning future career-related actions</p> <p>2.4 record revised career-related actions</p>

Assessment

This unit is internally assessed and externally verified by OCR Assessors. Assessment must include direct observation of practice. Simulations are not allowed.

To achieve a Pass, candidates must produce evidence which meets all of the assessment criteria.

Evidence requirements

All evidence of a candidate's performance must be generated in the workplace. Candidates must produce their own work and assessors use a range of assessment methods. Candidates may

provide evidence of knowledge and understanding prior to, or during the assessment phase. Further information regarding suitable forms of evidence can be found in the OCR Level 4 Diploma in Career Information and Advice Centre Handbook.

Guidance on assessment and evidence requirements

In order to provide appropriate evidence to meet the assessment criteria for this unit, direct observation must be used and OCR recommends the use of witness testimony, as appropriate. Other suitable evidence could include:

- case study with an evaluation of the range of techniques used (LO1, LO3)
- product evidence – selection of action plans can be shown to assessor “in situ”

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 .