

Unit Title:	Obtain and organise career-related information to support clients
OCR unit number	Unit 16
Level:	4
Credit value:	3
Guided learning hours:	20

### Unit purpose and aim

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This unit aims to develop the learner's understanding of the need for career-related information, its range, sources and types, how to obtain it and how to organise and manage the information.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<p>The learner can:</p> <p>1. Understand the nature of career related information required by clients and organisations</p>	<p>The learner will:</p> <p>1.1 analyse the career-related information needs of clients</p> <p>1.2 describe the characteristics of career-related information, advice and guidance available to clients</p>
<p>2. Understand the organisation and management of career-related information</p>	<p>2.1 evaluate methods to organise and manage career-related information in organisations</p>
<p>3. Be able to obtain career-related information to meet organisational and client needs</p>	<p>3.1 identify career-related organisation and client information requirements</p> <p>3.2 apply methods to research and obtain career-related information for the organisation and for clients</p> <p>3.3 evaluate the information obtained against the career-related information needs of the organisation and clients</p>

### Assessment

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This unit is internally assessed and externally verified by OCR Assessors. Simulations are not allowed.

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

## Evidence requirements

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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

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

- assignment/report evaluating career related information available to the candidate and IAG clients (links with unit 11 and unit 21)
- visit reports to opportunity providers: employers, training organisations, education, voluntary and community providers
- professional discussion (LO 3.4)

Work carried out for this unit may also link with work for:

- Units 3, 4, and 10