

Unit Title:	Assist clients to apply for learning, training and work
OCR unit number	Unit 12
Level:	4
Credit value:	3
Guided learning hours:	20

Unit purpose and aim

This unit aims to develop the learner's understanding of procedures for applying for learning and work and enable the learner to impart this knowledge to clients.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <p>1. Understand application processes and procedures for learning, training and work</p>	<p>The learner will:</p> <p>1.1 explain application processes and procedures for learning, training and work</p> <p>1.2 evaluate the nature and format of information required to make applications for learning, training and work</p>
<p>2. Be able to assist clients making applications for learning, training and work</p>	<p>2.1 provide advice to clients about the nature and format of application information required</p> <p>2.2 provide assistance and advice to clients preparing for learning, training and work interviews</p>
<p>3. Be able to evaluate with clients outcomes of the application process for learning, training and work</p>	<p>3.1 review with clients lessons learned from the application process for learning, training and work</p> <p>3.2 discuss with clients how they will apply their knowledge and understanding of the application process in the future</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 6 Diploma in Career Guidance and Development 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:

- assignment/report: evaluation of the range of methods of application
- client case study
- product evidence – activity/session plan.
- product evidence – sample of CVs , written and online applications 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 .