

Unit Title:	Reflect on and improve professional practice
OCR unit number	Unit 2
Level:	6
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's critical understanding of reflective practice, its role in the development of effective practice and how to determine the need for continuous professional development and the impact that this has on own practice.

Learning Outcomes	Assessment Criteria
The learner can: 1. Understand reflective practice	The learner will: 1.1 critically evaluate theories of reflective practice 1.2 analyse principles of reflective practice
2. Understand methodologies used to reflect on practice	2.1 evaluate methods used to reflect on professional practice 2.2 critically evaluate the application of reflective practice methodologies on own professional practice
3. Understand the need for continuous professional development as a careers information, advice and guidance practitioner	3.1 analyse the role of continuous professional development in professional updating and improvement of practice 3.2 evaluate continuous professional development approaches and activities to improve practice
4. Be able to reflect on own performance as a career information, advice and guidance professional	4.1 apply reflective practice methods to reflect on own performance 4.2 evaluate own performance as a career information, advice and guidance professional 4.3 review own practice with respect to legislation and codes of practice
5. Be able to improve own practice through continuous professional development	5.1 prioritise areas for continuous professional development and improvement 5.2 produce personal action plans to update, maintain and improve practice 5.3 undertake planned continuous professional development to update, maintain and improve practice 5.4 evaluate continuous professional development against identified priorities

Assessment

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

Results will be graded Pass or Fail.

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 – personal development plan
- current appraisal/supervision
- updated reflective diary to indicate how CPD has impact on IAG practice
- feedback from clients, peers and management
- product evidence: training attended

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 .

Unit Title:	Career Guidance Theory
OCR unit number	Unit 3
Level:	6
Credit value:	9
Guided learning hours:	70

Unit purpose and aim

This unit aims to develop the learner's critical understanding of career guidance theories, models for supporting clients and the role of research in informing and developing career guidance practice.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <p>1. Understand careers guidance theories</p>	<p>The learner will:</p> <p>1.1 critique careers guidance theories</p> <p>1.2 analyse theories of career choice, decision-making and avoidance</p> <p>1.3 analyse theories of career learning and career transition</p> <p>1.4 analyse theories of vocational behaviour in careers guidance</p>
<p>2. Understand theories of motivation and their application in careers guidance</p>	<p>2.1 critically analyse theories of motivation and their application in careers guidance</p> <p>2.2 evaluate the application of motivational techniques in careers guidance</p>
<p>3. Understand concepts and models to support clients in career planning and development</p>	<p>3.1 analyse the concepts of supporting, enabling and empowerment of clients</p> <p>3.2 analyse theories of how people learn and their to application career planning and development</p>
<p>4. Understand the role and purpose of research to inform career guidance theory and practice</p>	<p>4.1 analyse the role of research through evidence based practice in underpinning career guidance theories and practice</p> <p>4.2 critically evaluate the purpose of research to develop career guidance practice</p>
<p>5. Understand theories of change management in career guidance</p>	<p>5.1 critically analyse theories of change management</p> <p>5.2 evaluate how to support clients to take advantage of unplanned events</p>

Learning Outcomes	Assessment Criteria
6. Understand the application of careers guidance theories, concepts and models to support own practice	6.1 evaluate application of theories, concepts and models to support own practice 6.2 analyse ways to update practice to reflect new career guidance theories, concepts and models

Assessment

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

Results will be graded Pass or Fail.

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
- professional discussion and/or questioning of candidate

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.

Unit Title:	Use Career and Labour Market Information with clients
OCR unit number	Unit 6
Level:	6
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's critical understanding of career-related information in relation to education, training, employment, lifelong learning and the labour market and to enable the learner to use this information with clients.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <p>1. Understand the scope and purpose of career-related information</p>	<p>The learner will:</p> <p>1.1 critically analyse the scope of career-related information in careers guidance</p> <p>1.2 evaluate information about UK and European education and training providers and systems</p> <p>1.3 evaluate information about current and predicted national and European labour market</p> <p>1.4 critically analyse the nature, sources, reliability and currency of career-related information</p>
<p>2. Be able to assist client access to career-related information</p>	<p>2.1 explain the scope and purpose of career-related information to clients</p> <p>2.2 verify information sources for reliability and currency in meeting client needs</p> <p>2.3 provide support to clients in interpreting and tailoring information to meet needs</p> <p>2.4 explain to clients how to access current and future career-related information needs</p> <p>2.5 record career-related information supplied to clients using organisational procedures</p>

Assessment

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

Results will be graded Pass or Fail.

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
- professional discussion and/or questioning of candidate

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 .