

ADVICE AND GUIDANCE

MAP OF NVQ LEVEL 4 IN LEARNING DEVELOPMENT AND SUPPORT
SERVICES AGAINST THE LEVEL 4 DIPLOMA IN CAREER INFORMATION
AND ADVICE

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ADVICE AND
GUIDANCE

OVERVIEW

This guide shows the evidence that an individual will have from certificated units of the Level 4 NVQ in Learning Development and Support Services and which can contribute as evidence to meet the assessment criteria of the QCF-based Level 4 Diploma in Career Information and Advice qualification.

In order for this evidence to be acceptable, the individual will need to have completed the NVQ units in a career-related context.

If knowledge can be inferred from practical application, this has been taken into consideration within the guide.

DEFINITIONS OF COVERAGE

Coverage of the assessment criteria by the performance criteria or knowledge/understanding from the NVQ is classed as one from **full**, **partial** or **none**.

Full:

Where the candidate has successfully completed the NVQ unit, it can be accredited against the particular assessment criterion.

Partial:

Where the candidate has evidence from the NVQ unit that could be used to contribute towards this assessment criterion, however additional evidence would be required. Where this is the case, a suggestion is provided as to how this additional evidence could be provided but this is not prescriptive and the candidate and assessor could agree an alternative method.

None:

The performance criteria or knowledge/understanding from the NVQ do not cover the assessment criteria of the Level 4 Diploma.

LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

Mandatory units

Preparing to work in the career information, advice and guidance sector

Partial coverage

Reflecting on practice and continuous professional development

Partial coverage

Career choice theories and concepts to support clients

Partial coverage

Meeting the career-related information needs of clients

Partial coverage

Interview clients to determine their need for career information, advice and guidance

Partial coverage

Optional units

Map of Level 4 Diploma in Career Information and Advice against NVQ Level 4 in Learning Development and Support Services

LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

Optional units

Explore and agree how to meet the career-related needs of clients	Partial coverage
Assist clients to apply for learning, training and work	No coverage
Assist clients to review the achievement of career-related actions	Partial coverage
Evaluate service provision	No coverage
Engage with support networks to help clients to meet their career-related needs	Partial coverage
Provide ongoing support to clients	No coverage
Plan and deliver career-related learning in groups	Partial coverage
Obtain and organise career-related information to support clients	No coverage
Prepare to deliver services to clients in an outreach setting	No coverage
Promote career-related learning to clients	No coverage
Refer clients to sources of specialist support to meet their needs	Partial coverage
Source, evaluate and use Labour Market Information with clients	No coverage
Understand how to support specific client groups to overcome barriers to learning, training and work	No coverage
Operate within networks to support the delivery of the service	Partial coverage
Negotiate on behalf of clients	Partial coverage
Use diagnostic and assessment tools with clients	No coverage
Advocate on behalf of clients	No coverage
Undertake research on behalf of the service	No coverage

Mandatory units

Map of Level 4 Diploma in Career Information and Advice against NVQ Level 4 in Learning Development and Support Services

Unit: Preparing to work in the career information, advice and guidance sector

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the career information, advice and guidance sector	AC 1.1 2.1.5 / 2.2.4 / Knowledge 8, 25, 26, 27	Full	
	AC 1.2 2.2.5 / 2.2.6 / Knowledge 28, 31	Full	
	AC 1.3	None	
	AC 1.4 AG 2.2.4 / Knowledge 25-28	Full	
Learning Outcome: 2 Understand own careers information, advice and guidance organisation	AC 2.1 2.1.5 h	Partial	Statement needed to cover values
	AC 2.2	None	
Learning Outcome: 3 Understand roles within the careers information, advice and guidance organisation	AC 3.1	None	
	AC 3.2 2.3.1 / 2.3.2 / 2.2.3 /	Partial	Statement to cover analysis of own role and responsibilities
	AC 3.3	None	
Learning Outcome: 4 Understand working practices within the careers information, advice and guidance organisation	AC 4.1 4.2.6 / 4.2.7 / Knowledge 4	Full	
	AC 4.2 2.1.5 / 2.1.7 / 2.1.9	Full	
	AC 4.3 6.2.1	Full	
	AC 4.4 3.3.7 / 5.1.9 / 7.2.9 / 10.3.8 / 11.2.8 / 14.1 all / 41.2.7	Full if any of these units have been successfully completed	
Learning Outcome: 5 Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	AC 5.1 All of units 1, 25, 6, 12 / 2.1.8 Knowledge 3 / 3.1.7 Knowledge 11 / 4.2.2 Knowledge 1 / Unit 5 Knowledge 1 / 7.1.6 Knowledge 11 / 10.1.7 Knowledge 11 / 11.1.8 Knowledge 11 / 14.1.7 Knowledge 6 / 20.1.5 Knowledge 7 / Unit 21 Knowledge 20 / 24.3 all / 41.1.8 Knowledge 17 / 42.2.4 Knowledge 19	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact
	AC 5.2 2.3.1 / 2.3.2 / 2.3.3	Partial	Statement to cover the range of codes of practice used in the organisation and their impact.
Learning Outcome: 6 Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	AC 6.1 Unit 25 all	Partial	Statement to cover actual principles
	AC 6.2 All of units 1, 25, 6, 12 / 2.1.8 Knowledge 3 / 3.1.7 Knowledge 11 / 4.2.2 Knowledge 1 / Unit 5 Knowledge 1 / 7.1.6 Knowledge 11 / 10.1.7 Knowledge 11 / 11.1.8 Knowledge 11 / 14.1.7 Knowledge 6 / 20.1.5 Knowledge 7 / Unit 21 Knowledge 20 / 24.3 all / 41.1.8 Knowledge 17 / 42.2.4 Knowledge 19	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact

Unit: Reflecting on practice and continuous professional development

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand methods used to reflect on practice	AC 1.1 2.1.1 / 2.1.2 / Knowledge 1, 2	Partial	Statement to cover evaluation of different methods
	AC 1.2 2.1.3 e / Knowledge 5	Partial	Statement to cover analysis of the application
Learning Outcome: 2 Understand the need for continuous professional development activity	AC 2.1 2.2 all / Knowledge 19-40 /	Partial	Statement to cover analysis of the role of CPD
	AC 2.2 2.2.8 Knowledge 35	Full	
Learning Outcome: 3 Be able to reflect on own practice as a career information, advice and guidance professional	AC 3.1 2.1 all / Knowledge 1 - 18	Full	
	AC 3.2 2.1 all / Knowledge 1 - 18	Full	
	AC 3.3 2.1.8 / Knowledge 13 - 16	Full	
Learning Outcome: 4 Be able to meet own continuous professional development needs	AC 4.1 2.1.9 / Knowledge 17, 18	Full	
	AC 4.2 2.2 all / Knowledge 19 - 40	Full	
	AC 4.3 2.2.8 / Knowledge 34 - 35	Full	
	AC 4.4 2.2.10 / Knowledge 39	Full	

Unit: Career choice theories and concepts to support clients

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand career choice theories	AC 1.1	None	
	AC 1.2 10.3.3 / 10.3.5 / Knowledge 29 - 33	Partial	Statement to cover analysis and different aspects of career decision making
	AC 1.3	None	
Learning Outcome: 2 Understand the concepts and techniques used to support and empower clients	AC 2.1	None	
	AC 2.2 3.1.3 / 3.1.4 / 3.1.6 Knowledge 4, 5, 6, 7, 9 / 10.1.3 / 10.1.5	Partial	Statement to cover analysis
	AC 2.3 10.3.3 / 10.3.5 / Knowledge 29 - 33	Partial	Statement to cover evaluation
	AC 2.4	None	
Learning Outcome: 3 Understand the role of motivation and raising of aspirations in meeting the needs of clients	AC 3.1	None	
	AC 3.2	None	
Learning Outcome: 4 Understand the practitioner's role in motivating and raising the aspirations of clients	AC 4.1	None	
	AC 4.2	None	
	AC 4.3	None	

Unit: Meeting the career-related information needs of clients

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand sources of career-related information	AC 1.1 33.1.1 / Knowledge 1, 3, 4	Partial	Statement to cover analysis and different aspects of career decision making
	AC 1.2	None	
	AC 1.3 33.1.8 / Knowledge 9	Partial	Statement to cover evaluation of different ways
Learning Outcome: 2 Be able to support clients' access and use of career-related information	AC 2.1 33.1.1	Full	
	AC 2.2 33.1.1 / 33.1.2 / Knowledge 3	Full	
	AC 2.3 33.1.7 / Knowledge 7, 8	Full	
	AC 2.4 33.3.3 / 33.2 all / Knowledge 6, 7, 8, 11 - 17	Full	
	AC 2.5 3.3.7 Knowledge 39	Full	
Learning Outcome: 3 Be able to signpost clients to external sources of career-related information in accordance with organisational procedures	AC 3.1 33.2.2 / 33.2.3 / Knowledge 14	Full	
	AC 3.2 33.2.3 / Knowledge 14	Full	

Unit: Interview clients to determine their need for career information, advice and guidance

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the skills required to interview clients to establish their career information, advice and guidance needs	AC 1.1 Unit 3	Partial	Statement to cover what the actual interview skills are and how they are used
	AC 1.2	None	
Learning Outcome: 2 Understand the use of different media to communicate with clients	AC 2.1	None	
	AC 2.2	None	
Learning Outcome: 3 Be able to interview clients to determine their needs for careers information, advice and guidance	AC 3.1 10.2.1 Knowledge 15 / 10.1.3 Knowledge 5 / 3.1.3 / 3,1,4 / Knowledge 3 - 7	Full	
	AC 3.2	None	
Learning Outcome: 4 Be able to identify client career information, advice and guidance needs	AC 4.1 3.1.3 / 3.1.4 / 3.1.5 / Knowledge 4 - 8	Full	
	AC 4.2 3.1.5 / 3.2.5 / Knowledge 8, 22	Full	
	AC 4.3 3.3.3 / 3.3.5 / 3.3.6 / Knowledge 33, 35, 36 /	Full	
	AC 4.4 3.3.7 Knowledge 39	Full	

Unit: Explore and agree how to meet the career-related needs of clients

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand techniques to explore the career-related needs of clients	AC 1.1 3.1.4 Knowledge 5, 6, 7 / 3.1.5 Knowledge 8 / 3.1.6 Knowledge 9, 10 / 3.1.7	Partial	Statement to cover evaluation of the techniques that are used
Learning Outcome: 2 Understand techniques to agree options to meet the career-related needs of clients	AC 2.1 10.1.3 Knowledge 5, 6 / 10.1.6 Knowledge 10	Partial	Statement to cover evaluation of the techniques that are used
	AC 2.2 10.2.1 / 10.2.3 Knowledge 18, 19 / 10.2.5 Knowledge 22, 23 / 10.3.5 Knowledge 33	Partial	Statement to cover analysis
Learning Outcome: 3 Be able to agree client career-related needs	AC 3.1 3.1.4 / 3.1.5 / 3.1.6	Full	
	AC 3.2 10.2.3 Knowledge 18, 19 / 10.2.4 Knowledge 20, 21 / 10.2.5 Knowledge 22, 23 / 10.3.5 Knowledge 33	Full	
	AC 3.3	None	
Learning Outcome: 4 Be able to agree plans with clients to meet their career-related needs	AC 4.1 10.2.3 Knowledge 18, 19 / 10.3.1 Knowledge 26, 27 / 10.3.4 Knowledge 31	Full	
	AC 4.2 11.1.1 Knowledge 1 - 14 / 11.2 all 15 - 29	Full	
	AC 4.3 11.1.3 Knowledge 5, 6	Full	
	AC 4.4 11.2.8 Knowledge 27 - 29	Full	

Unit: Assist clients to review the achievement of career-related actions

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand techniques to support clients to review the achievement of career-related actions	AC 1.1 41.1 all	Partial	Statement to cover evaluation of the techniques that are used
Learning Outcome: 2 Be able to support client review of career-related actions	AC 2.1 41.1 all	Full	
	AC 2.2	None	
	AC 2.3 10.2 all Knowledge 15 – 25 / 10.3 all Knowledge 26 - 41	Full	
	AC 2.4 41.2.7 Knowledge 32, 22	Full	

Unit: Plan and deliver career-related learning in groups

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand theories of how people learn in groups	AC 1.1 Unit 34 Knowledge 4, 10 / Unit 35 Knowledge 4, 5, 6	Full	
	AC 1.2 Unit 34 Knowledge 4, 10 / 35.1	Full	
Learning Outcome: 2 Understand how to plan and deliver career-related learning in groups to meet needs	AC 2.1 24 all / 34.2. all Knowledge 10 - 19 / 35 all	Partial	Statement on evaluation of different delivery methods and resources
	AC 2.2 34.2.6 / 34.2.7 / Knowledge 18 / Unit 35 all	Partial	Statement on how to plan and resource group sessions in advance of the sessions being run
	AC 2.3 24.1.4 / 24.1.5 / 24.1.7 24.2.1 / 34.3 Knowledge 19 – 28 / 35.1.7	Full	
	AC 2.4 34.1.3 / 34.1.4 / 34.1.5 / 34.1.8 / 34.2.1 / Knowledge 4, 5, 7, 10, 12, 13, 16 / 35.1.2 / 35.1.3 / 35.1.4 / 35.2.1 / 35.2.4 / 35.2.6 /	Full	
Learning Outcome: 3 Be able to plan career-related learning in groups	AC 3.1 35.2.1	Partial	Statement on how to identify learning objectives before the session takes place
	AC 3.2 35.2.1	Partial	Statement on how to identify learning objectives before the session takes place
Learning Outcome: 4 Be able to deliver career-related learning in groups	AC 4.1 24 all / 34 all / 35 all	Full	
	AC 4.2 24 all / 34.1.3 / 35 all	Full	
	AC 4.3 24.1.6 / 34 all / 35 all	Full	
Learning Outcome: 5 Be able to evaluate career-related learning in groups	AC 5.1 34.2.8 Knowledge 8, 11, 18	Partial	Statement on evaluation of the group work involving the clients
	AC 5.2	None	

Unit: Refer clients to sources of specialist support to meet their needs

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the nature and role of specialist support for clients to meet career-related needs	AC 1.1 7.1.1 / 7.1.2 / Knowledge 1 - 6	Partial	Statement to cover evaluation of the specialist support available
	AC 1.2 7.1.4 / 7.1.5	Full	
Learning Outcome: 2 Be able to refer clients to sources of specialist support	AC 2.1 7.2.1 Knowledge 15, 16	Full	
	AC 2.2 7.2.3 / 7.2.5 / 7.2.7 Knowledge 18 - 24	Full	
	AC 2.3 7.2.9	Full	

Unit: Operate within networks to support the delivery of the service

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the networks supporting the delivery of the careers-related organisation	AC 1.1	None	
	AC 1.2	None	
	AC 1.3 4.2 all	Partial	Statement to cover working with colleagues in a wider network
	AC 1.4	None	
	AC 1.5 4.1.4 / 4.2.4 / 4.3.2 Knowledge 4	Full	
Learning Outcome: 2 Be able to network with other agencies	AC 2.1 4.1 all / 4.2 all	Full	
	AC 2.2	None	
	AC 2.3	None	

Unit: Negotiate on behalf of clients

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the principles and practice of negotiation	AC 1.1	None	
	AC 1.2 Unit 42 Knowledge 2	Full	
Learning Outcome: 2 Understand the role and purpose of negotiation on behalf of clients	AC 2.1 42.1.1 Knowledge 1	Partial	Statement to cover analysis of the reasons when it is necessary to negotiate
	AC 2.2	None	
	AC 2.3	Partial	Statement to cover analysis of the services and agencies
	AC 2.4 42.1.1 Knowledge 1	None	
Learning Outcome: 3 Be able to negotiate on behalf of clients to meet their career-related needs	AC 3.1 42.1.1 / 42.1.3 / 42.2.5 / Knowledge 1, 3, 4, 6	Full	
	AC 3.2 42.1 all Knowledge 6 - 11	Full	
	AC 3.3 42.1.6 / 42.2.1 / Knowledge 7, 15	Full	
	AC 3.4 42.1.5 Knowledge 6	Full	
	AC 3.5 42.1.9 Knowledge 12 -14 / 42.2.8 Knowledge 28 - 31	Full	

Unit: Engage with support networks to help clients to meet their career-related needs

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the principles and rationale for working with support networks to help clients to meet their career-related needs	AC 1.1 Unit 36 Knowledge 2, 5	Partial	Statement to cover analysis of the rationale
	AC 1.1 Unit 36 all	Partial	Statement to cover evaluation of the ways
	AC 1.1 Unit 36 Knowledge 19	Partial	Statement to cover confidentiality
Learning Outcome: 2 Understand the characteristics of career-related learning	AC 2.1 36.1 all	Full	
	AC 2.2	None	
	AC 2.3	None	
	AC 2.4	None	

Unit: Advocate on behalf of clients

	Covered by NVQ Level 4 Learning Development and Support Services	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the principles and practice of advocacy	AC 1.1	None	
	AC 1.2 40.3 all / 19.2 all Knowledge 8 - 16	Partial	Statement to cover evaluation of the advocacy techniques
Learning Outcome: 2 Understand the role and purpose of advocating on behalf of clients	AC 2.1 40.1 all / 19.1 all Knowledge 1 - 7	Partial	Statement covering analysis of when advocacy is necessary
	AC 2.2 19.1.6 Knowledge 5	Partial	Statement to cover different ways of approaching the client
	AC 2.3 19.1 all Knowledge 1 - 7	Partial	Statement to cover evaluation of the services
	AC 2.4 40.3 / 19.3 all	Partial	Statement to cover critical evaluation of the knowledge and skills needed to advocate on behalf of clients with third parties
Learning Outcome: 3 Be able to advocate on behalf of clients to meet their career-related needs	AC 3.1 40.1.1 / 40.3.1 / 19.2.1 / 19.2.2 / 19.2.3 / Knowledge 11	Full	
	AC 3.2 40.3 all / 19.2 all / Knowledge 8 - 16	Full	
	AC 3.3 40.3.5 / 19.2.7	Partial	Statement to cover consulting with clients
	AC 3.4 40.3.1 / 19.2.8	Partial	Statement to cover outcome of the actual advocacy and how this meets clients' needs and what the implications are
	AC 3.5 40.3.6 / 19.2.6	Full	

Unit: Assist clients to apply for learning, training and work

Unit: Evaluate service provision

Unit: Provide ongoing support to clients

Unit: Obtain and organise career-related information to support clients

Unit: Prepare to deliver services to clients in an outreach setting

Unit: Promote career-related learning to clients

Unit: Source, evaluate and use Labour Market Information with clients

Unit: Understand how to support specific client groups to overcome barriers to learning, training and work

Unit: Use diagnostic and assessment tools with clients

Unit: Undertake research on behalf of the service

Unit: Advocate on behalf of clients

The performance criteria or knowledge/understanding from the NVQ do not cover the assessment criteria of these units from the Level 4 Diploma in Career Information and Advice. Candidates will need to complete the units in full.



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Map of Level 4 Diploma in Career Information and Advice against NVQ Level 4 in Learning Development and Support Services

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