Level 4 Diploma in Career Information and Advice

Unit Title:	Reflecting on practice and continuous professional development
OCR unit number	Unit 2
Level:	4
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's 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:	The learner will:
1. Understand methods used to reflect on practice	1.1 evaluate methods used to reflect on practice 1.2 analyse the application of reflective practice methods on own practice
2. Understand the need for continuous professional development activity	2.1 analyse the role of continuous professional development in the maintenance and improvement of practice 2.2 evaluate continuous professional development approaches and activities to maintain and improve practice
3. Be able to reflect on own practice as a career information, advice and guidance professional	3.1 apply reflective practice methods to own practice 3.2 review own practice using reflective practice methods 3.3 review own practice with respect to current legislative requirements and codes of practice
4. Be able to meet own continuous professional development needs	4.1 analyse the outcomes of reflection on own practice 4.2 produce personal action plans to update, maintain and improve practice 4.3 undertake planned continuous professional development to update, maintain and improve practice 4.4 review the continuous professional development against identified professional development priorities

Assessment

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

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 may 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

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

- Unit 23