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|  | **Evidence Record Sheet**OCR Level 4 Diploma in Career Information and Advice |
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| **Unit Title:**  | **Explore and agree how to meet the career-related needs of clients** |
| **OCR unit number:** | **Unit 10** |
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| **Candidate Name:** |  |
| I confirm that the evidence provided is a result of my own work. |
| **Signature of candidate:** |  | **Date:** |  |

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| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| 1. Understand techniques to explore the career-related needs of clients

 | * 1. evaluate techniques to explore the career-related needs of clients
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| 1. Understand techniques to agree options to meet the career-related needs of clients
 | * 1. Evaluate techniques used to agree options to meet the career-related needs of clients
	2. Analyse ways to develop client decision making skills to determine their own career-related needs
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| **\*Assessment method key:** O = observation of candidate, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QC = questioning of candidate; QW = questioning of witness; PD = professional discussion |

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| 1. Be able to agree client career-related needs
 | * 1. Use techniques to analyse the career-related needs of clients
	2. Review the outcomes of analysis with clients to identify career-related options and actions
	3. Use techniques to support the development of client confidence and skills to determine career-related options and actions
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| 1. Be able to agree plans with clients to meet their career-related needs
 | * 1. Agree with clients options to meet their career-related needs
	2. Agree the objectives and content of action plans with clients to meet their career-related needs
	3. Identify how barriers to achieving actions plans will be overcome
	4. Record career-related action plans
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| **\*Assessment method key:** O = observation of candidate, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QC = questioning of candidate; QW = questioning of witness; PD = professional discussion |

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit and that I have authenticated the work.

Signature of assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of qualified assessor (if required) and date:

IV initials (if sampled) and date: Countersignature of qualified IV (if required) and date: