OCR
Oxford Cambridge and RSA

Level 6 Diploma in Career Guidance and Development

Unit Title:	Preparing to work in the career information, advice and guidance sector
OCR unit number	Unit 1
Level:	4
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's critical understanding of the CIAG (Career Information Advice and Guidance) sector, their own CIAG organisation, the roles within it and the application of key legislation, codes of practice, issues of equality, diversity, inclusion and ethical principles to their own work and that of the organisation.

Learning Outcomes	Assessment Criteria
The learner can:	The learner will:
1. Understand the career information, advice and guidance sector	1.1 explain the role and purpose of the career information, advice and guidance sector
	1.2 summarise the key policies, trends and developments in the sector
	1.3 analyse the social, personal and economic benefits of career guidance
	1.4 evaluate methods to keep up to date with developments in the sector
2. Understand own careers information, advice and guidance organisation	2.1 explain the aims and values of the organisation
	2.2 summarise the key policies and procedures of the organisation
3. Understand roles within the careers information, advice and guidance organisation	3.1 explain the purpose and function of roles within the organisation
	3.2 analyse own role, responsibilities and boundaries in the organisation
	3.3 analyse the role of stakeholders working within the careers information, advice and guidance organisation
4. Understand working practices within the careers information, advice and guidance organisation	4.1 explain ways to develop and sustain productive working relationships with colleagues in the organisation
	4.2 evaluate ways to plan, organise and manage own work role within organisational requirements
	4.3 explain how to provide a safe and suitable environment for the provision of careers information, advice and guidance services

Learning Outcomes	Assessment Criteria
	4.4 explain why it is necessary to record careers-related information and action in accordance with organisational protocols
5. Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	5.1 analyse the impact of legislative requirements on the work of the careers information, advice and guidance organisation 5.2 discuss the impact of professional codes of practice on the work of the careers information, advice and guidance organisation
6. Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	6.1 explain the principles of equality, diversity and inclusion 6.2 analyse the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation

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 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 may be used and OCR recommends the use of witness testimony, as appropriate. Other suitable evidence could include:

- assignment/report which analyses the IAG sector the candidate is working in or plans to work in

- assignment/report which is an evaluation of the legislation, ethics and codes of practice that underpin the candidates IAG practice

- professional discussion and/or questioning of candidate