



Oxford Cambridge and RSA

Unit Title:	Provide information and advice to children and young people
OCR Unit No:	33
Sector Unit No:	CYPOP9
Level:	3
Credit value:	3
Guided learning hours:	22
Unit accreditation number:	A/601/1334

Unit purpose and aim

This unit aims to provide the knowledge, skills and understanding to enable learners to provide accurate, up to date and impartial information and advice to children and young people, to enable them to make an informed choice about their future.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1 Understand the role of practitioners in providing information and advice to children and young people	1.1 Explain the importance of providing accurate and up to date information and advice to children and young people 1.2 Explain the role of practitioners in providing impartial information and advice to children and young people	Centres must ensure that all assessment criteria are met.
2 Be able to establish and address the information and advice needs of children and young people	2.1 Encourage the participation of and engagement with children and young people to establish their information and advice needs	Encouraging the participation of and engagement with children and young people may include: <ul style="list-style-type: none">• active listening• open questioning• checking understanding• summarising• presenting information• inviting feedback• using appropriate

	<p>2.2 Select information from appropriate sources that will best meet the needs of the young person</p> <p>2.3 Verify the accuracy and currency of information before presenting it to the young person</p> <p>2.4 Explain approaches to managing situations when the child and young person's choices are different to those of their carers</p>	<p>settings</p> <p>Appropriate sources may include:</p> <ul style="list-style-type: none"> • paper based sources eg career development leaflets, college/HEI prospectuses • Web based sources eg UCAS
<p>3 Be able to provide children and young people with appropriate information and advice to enable them to make informed choices</p>	<p>3.1 Explain why it is important to provide opportunities for children and young people to make informed choices</p> <p>3.2 Evaluate with the young person the choices available to them</p> <p>3.3 Demonstrate in own practice how to check that the young person has understood the range of options available to them</p> <p>3.4 Record the interaction with the young person following all organisational procedures and legal requirements</p>	<p>Choices available may include:</p> <ul style="list-style-type: none"> • remaining in full time education • applying for an apprenticeship/advanced apprenticeship • progressing to higher education • employment <p>Legal requirements may include:</p> <ul style="list-style-type: none"> • data protection • confidentiality

Assessment

This unit needs to be assessed in line with the Skills for Care and Development QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Competence based assessment must include direct observation as the main source of evidence.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

LOs 2 and 3 must be assessed in a real work environment.

Details of relationship between the unit and national occupational standards

This unit has been developed by Skills for Care and Development in Partnership with Awarding Organisations. It provides a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to national occupational standards developed by Skills for Care and Development.

As such, the unit may provide evidence for the following national occupational standards in the children and young people's workforce developed by Skills for Care and Development:

- ENTO AG2: Support clients to make use of the advice and guidance service

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications*' (A850).

The *OCR Children and Young People's Workforce Centre Handbook* contains important information for anyone delivering, working towards or involved with the Children and Young People's Workforce qualifications, of which this unit forms a part. This can be downloaded from OCR's website www.ocr.org.uk.

This unit is a shared unit. It is located within the subject/sector classification system 01 Health, Public Services and Care and 01.5 Child Development and Well Being.