|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | **Evidence Record Sheet**  OCR Level 6 Diploma in Career Guidance and Development | | |
|  | | | | | |
| **Unit Title:** | |  | | --- | | **Lead and manage career development work in an organisation** | |  | | | | | |
| **OCR unit number:** | **Unit 21** | | | | |
|  |  | | | | |
| **Candidate Name:** |  | | | | |
| I confirm that the evidence provided is a result of my own work. | | | | | |
| **Signature of candidate:** | |  | | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| 1. Understand models for the role of career development leader in an organisation | * 1. explain how the principles of leadership, line management and project management can be applied to career development work in own organisation   2. critically analyse a range of models for the role of career development leader   3. justify a model for effective leadership of career development work in own organisation |  |  |
| 2. Be able to promote career development work within an organisation | * 1. explain the value and impact of career development work   2. secure support for career development work from senior leaders and managers within own organisation   3. communicate the benefits of career development work clearly within own organisation |  |  |
| 3. Be able to work with senior leaders to develop policy for career development work | 3.1 critically review current policy, and develop policy proposals, for career development work, with a commentary justifying such proposals  3.2 advise senior leaders and managers on policy, priorities and resources for career development work |  |  |
| 4. Be able to plan the overall programme of career development work within an organisation | 4.1 plan the overall programme of career development work, in consultation with others  4.2 justify how the various components of the programme of career development work form a coherent whole |  |  |
| 5. Be able to manage colleagues and resources in order to deliver career development work | 5.1 devolve responsibilities and delegate tasks to colleagues involved in career development work, justifying the decisions taken  5.2 maintain an overview of colleagues and resources used in the delivery of career development work  5.3 monitor and support staff in the delivery of career development work  5.4 prepare and account for budgets for career development work |  |  |
| 6. Be able to manage effective partnerships to deliver career development work | 6.1 explain the principles of partnership working, negotiating agreements, commissioning and contract monitoring in relation to career development work  6.2 justify the partnership arrangements required for effective career development work in own organisation  6.3 develop and maintain partnerships with other departments within own organisation |  |  |
| 7. Be able to commission careers guidance services for an organisation | 7.1 negotiate agreements and secure contracts with relevant partners including career development service providers, and keep such arrangements under review |  |  |
| **\*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: