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|  | **Record of Achievement**OCR Level 6 Diploma in Career Guidance and Development |

Candidate name:

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| **Unit Title** | **Credit Value** | **Date** | **Assessor signature** |
| **Mandatory units** |  |  |  |
| **Unit 1** | Preparing to work in the Career Information, advice and guidance sector | 6 |  |  |
| **Unit 2** | Reflect on and improve professional practice | 6 |  |  |
| **Unit 3** | Career Guidance Theory | 9 |  |  |
| Unit 4 | Agree the purpose of client-centred career guidance interviews and maintain communication with clients | 6 |  |  |
| Unit 5 | Explore and agree the career guidance and development needs of clients | 6 |  |  |
| Unit 6 | Use career and Labour Market Information with clients | 6 |  |  |
| Unit 7 | Work with other agencies for the benefit of clients and the organisation | 6 |  |  |
| Optional units |  |  |  |
| Unit 8 | Use diagnostic and assessment tools with clients | 6 |  |  |
| Unit 9 | Advocate on behalf of clients | 4 |  |  |
| Unit 10 | Understand how to support specific client groups to overcome barriers to learning, training and work | 3 |  |  |
| Unit 11 | Engage with support networks to help clients to meet their career-related needs | 3 |  |  |
| Unit 12 | Assist clients to apply for learning, training and work | 3 |  |  |
| Unit 13 | Provide ongoing support to clients | 2 |  |  |
| Unit 14 | Prepare to deliver services to clients in an outreach setting | 2 |  |  |
| Unit 15 | Source, evaluate and use Labour Market Intelligencewith clients | 3 |  |  |
| Unit 16 | Obtain and organise career-related information to support clients | 3 |  |  |
| Unit 17 | Promote career-related learning to clients | 6 |  |  |
| Unit 18 | Plan, deliver and evaluate career-related learning in groups | 6 |  |  |
| Unit 19 | Evaluate service provision | 3 |  |  |
| Unit 20 | Undertake research on behalf of the service | 6 |  |  |
| Unit 21 | Lead and manage career development work in an organisation | 9 |  |  |
| Unit 22 | Continuously improve career development work in an organisation | 6 |  |  |
| Unit 23 | Plan and design Career Related Learning Programmes | 5 |  |  |