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|  | | | **Evidence Record Sheet**  OCR Level 4 Diploma in Career Information and Advice | | |
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| **Unit Title:** | **Interview clients to determine their need for career information, advice and guidance** | | | | |
| **OCR unit number:** | **Unit 03** | | | | |
|  |  | | | | |
| **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 the skills required to interview clients to establish their career information, advice and guidance needs | 1.1 explain the interview skills required to establish client career information, advice and guidance needs  1.2 explain how to tailor the interview to suit the client’s requirements |  |  |
| 2. Understand the use of different media to communicate with clients | 2.1 analyse use of media available to communicate with clients  2.2 explain media techniques used to communicate with clients |  |  |
| 3. Be able to interview clients to determine their needs for careers information, advice and guidance | 3.1 discuss with clients their expectations of the career-related interview  3.2 tailor communication in the interview to meet the needs of individual clients |  |  |
| 4. Be able to identify client career information, advice and guidance needs | 4.1 question clients to establish their career information, advice and guidance needs  4.2 listen to and reflect back client responses to check own understanding  4.3 agree with clients their career information, advice and guidance requirements and how these will be met  4.4 record the outcomes of careers information, advice and guidance interviews |  |  |
| **\*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: