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|  | | | **Evidence Record Sheet**  OCR Level 6 Diploma in Career Guidance and Development | | |
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| **Unit Title:** | **Agree the purpose of client-centred career interactions and maintain communication with clients** | | | | |
| **OCR unit number:** | **Unit 04** | | | | |
|  |  | | | | |
| **Learner Name:** |  | | | | |
| I confirm that the evidence provided is a result of my own work. | | | | | |
| **Signature of learner:** | |  | | **Date:** |  |

| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| --- | --- | --- | --- |
| 1. Understand techniques used to agree the purpose of careers guidance and development interactions with clients | 1.1 critically analyse techniques used to agree the purpose of careers guidance and development interactions with clients in different settings  1.2 justify the requirement for client interactions to have a clearly defined purpose |  |  |
| 2. Understand a range of digital technologies used to communicate with clients | 2.1 critically evaluate the range of digital technologies used to communicate with clients |  |  |
| 3. Be able to agree with clients the purpose of career guidance and development interactions | 3.1 explain confidentiality and the interaction process  3.2 discuss with clients their expectations of careers guidance and development interactions  3.3 explain to clients how interactions will result in outcomes requiring actions |  |  |
| 4. Be able to maintain and adapt communication with the client during the career guidance and development interaction | 4.1 adapt communication with clients to meet their specific requirements and environment  4.2 use a range of models and techniques to support the clients career guidance and development needs  4.3 summarise and agree the outcomes of the interaction  4.4 explain how communication was adapted considering the digital technologies used with clients |  |  |
| **\*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; QL = questioning of learner; QW = questioning of witness; PD = professional discussion | | | |

I confirm that the learner 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: