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|  | | | **Evidence Record Sheet**  OCR Level 4 Diploma in Career Information and Advice | | |
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| **Unit Title:** | **Undertake research on behalf of the service** | | | | |
| **OCR unit number:** | **Unit 18** | | | | |
|  |  | | | | |
| **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 research requirements of the careers information, advice and guidance service and its clients | * 1. critically analyse the research requirements of the service and its clients   1.2 analyse the legislative and service policies governing research |  |  |
| 2. Understand research methods used in careers information, advice and guidance services | * 1. critically evaluate research methods used in careers information, advice and guidance services   2. analyse the service’s research processes   3. critically evaluate research dissemination and presentation methods used by careers information, advice and guidance services |  |  |
| 3. Be able to agree research requirements for career information, advice and guidance | 3.1 review previous research related to research requirements  3.2 negotiate research objectives and evidence requirements with colleagues, stakeholders and clients  3.3 agree research dissemination strategies aligned to organisation and client needs  3.4 agree client involvement in the research process in accordance with the service procedures |  |  |
| 4. Be able to source evidence and information to meet the needs of the service and its clients | 4.1 identify the scope and characteristics of research evidence and information requirements  4.2 review sources of evidence and information required to achieve research objectives  4.3 negotiate access to sources of evidence and information  4.4 collect evidence and information to meet research objectives |  |  |
| 5. Be able to analyse research evidence and information | 5.1 analyse research evidence and information  5.2 synthesise research outcomes to draw conclusions  5.3 justify unexpected research findings  5.4 record the outcomes of research in accordance with service requirements |  |  |
| 6. Be able to report on research outcomes to meet the needs of the service and its clients | 6.1 present research findings to meet the requirements of the service and its clients  6.2 reference evidence and information in accordance with service protocols |  |  |
| **\*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: