



QCF Level 6 Diploma in Career Guidance and Development, March 2021 Blended Learning

Trainer – Michele Squire

Assessor – Michele Squire

Please note that

- units 4 and 5 which require the practice of career guidance and development skills and direct observation of career guidance interviews in the workplace will take place face to face when that is made possible, ideally after unit 3 Career Guidance Theory. Group work (Unit18) will also be taught and assessed in this way.
- Units 4, 5, 6, 7 and 18 all require observation of you working with clients. This can be conducted by the assessor observing in your workplace, by skype/Zoom or by video recorded interaction. Completion of these will depend on advice from Public Health England and from the Awarding Body (OCR).
- where access to evidence in schools and colleges is not available due to social distancing, your assessor will agree alternative hand in dates with you
- Should face to face delivery be resumed we will aim to set up the 2 days training delivery of units 4 and 5 during the Spring/Summer term

If you have already gained certification through the Career Leadership Programme for units 21, 22 and 23, you are only required to do the mandatory units (1,2,3,4,5,6,7) to achieve the full level 6 Diploma in Career Guidance and Development

If you already have an NVQ level 4 in Advice and Guidance achieved prior to 2011, you can upgrade to level 6 through doing units 2,3 and 6. This would then provide access to the professional register.

Title of Unit	Delivery plan	Content of training includes	Hand in Dates for written work
Introductory session	Thursday 4th March 2021 10.00- 11.30 <ul style="list-style-type: none"> • 1.5 hour induction with your trainer via Zoom • Accreditation Guide • Induction Checklist 	<ul style="list-style-type: none"> • Programme content and structure • The qualification, units and evidence required • Support available from the CDI • E portfolio • Policies procedures and processes 	
Unit 1 Qualification Overview and Preparing to work in the career information, advice and guidance sector	Tuesday 9th March 2021 10.00 -11.00 11.30 – 12.30 14.00 – 15.00 <ul style="list-style-type: none"> • Pre reading materials • 2 X 1hr pre-recorded presentation webinars. • Workbook to support you in preparing your evidence for this unit • 2 X 1 hour Action learning sets • 1 hour covering the assessment requirements for unit 1 	<ul style="list-style-type: none"> • Understanding the breadth and range of the sector including the different strands of career related learning, information, advice and guidance • Policies and trends affecting Career Guidance and Development • Social, Economic and Personal benefits of Career Guidance and Development • Legislation and Codes of Practice • Equality, Diversity and Inclusion • Positive working practices 	9th May 2021
Unit 15 Source, evaluate and use Labour Market Intelligence with clients	Thursday 22nd April 2021 14.00 – 15.00 15.30 – 16.30 <ul style="list-style-type: none"> • Pre reading materials • 1 hour pre-recorded presentation webinar • Workbook to support you in preparing your evidence for this unit • 1 hour Action learning set • 1 hour covering the assessment requirements for unit 15 	<ul style="list-style-type: none"> • Understand the Labour Market Intelligence required by clients • Understand methods for using Labour Market Intelligence with clients • Be able to use Labour Market Intelligence with clients • Be able to evaluate the use of Labour Market Intelligence by clients 	22nd June 2021

<p>Unit 6 Use career and labour Market Information with clients</p>	<p>Thursday 29th April 2021 14.00 – 15.00 15.30 – 16.30</p> <ul style="list-style-type: none"> • Pre reading materials • 1 hour pre-recorded presentation webinar • Workbook to support you in preparing your evidence for this unit • 1 hour Action learning set • 1 hour covering the assessment requirements 	<ul style="list-style-type: none"> • Critically analysis of the nature and scope of career-related information in careers guidance • Evaluating information about UK and European education and training providers and systems • Critically analyse the nature, sources, reliability and currency of career-related information • Providing support to clients in interpreting and tailoring information to meet needs 	<p>22nd June 2021</p>
<p>Unit 4 Agree the purpose of client-centred career guidance interviews and maintain communication with clients Unit 5 Explore and agree the career guidance and development needs of clients</p>	<p>Face to face training dates may be possible or Or virtual delivery 25th and 26th May 2021.</p> <p>More information will be sent to students nearer the time that these units will be delivered.</p>	<ul style="list-style-type: none"> • Effective use of skills to facilitate an open and constructive interview with clients • Methodologies to enable you to build the relationship, explore client needs and identify ways to progress • Motivational techniques in practice • Action planning • Impact measures and how to use these • Using a range of media to communicate with clients 	<p>Written work Friday 30th July 2021 Please note - Interview observations can be conducted on agreed dates from May 2021 to December 2021</p>

<p>Unit 3 Career guidance theory</p>	<p><u>Monday 7th June</u> 9.30 – 11.00 11.30 – 13.00 <u>Tuesday 8th June</u> 9.30 – 11.00 11.30 – 13.00 <u>Wednesday 9th June</u> 12.00 – 13.30</p> <p>Introductory film and advanced reading</p> <ul style="list-style-type: none"> • 1hr 30 minutes live webinar for each module followed by an action learning set • Workbook to support you in preparing your evidence for this unit • 1 hour covering the assessment requirements 	<p>This unit is made up of 5 modules each of which will have a presentation and action learning set</p> <ul style="list-style-type: none"> • LO4 Key concepts and the role and purpose of research • LO1 Career Guidance theories • LO2,3,5 Concepts and models to support clients including theories of motivation and change management • LO6 The application of theories, models and practice to own practice and maintaining currency of practice • Guidance on assignment 	<p>31st August 2021</p>
<p>Unit 18 Plan, deliver and evaluate career-related learning in groups</p>	<p>Workshop to be arranged for 1st July 2021 or virtual training session. Please keep the day free from 10.00- 16.00 at present until further notice</p>	<ul style="list-style-type: none"> • Learning Theory • Understanding group dynamics • Planning, Delivery and Evaluation of group work • Application to practice 	<p>Written work 6th September Please note – group work observations can be conducted on agreed dates from July 2021 until end of September 2021.</p>

<p>Unit 7 Work with other agencies for the benefit of clients and the organisation</p> <p>Unit 11 Engage with support networks to help clients to meet their career-related needs</p>	<p>Tuesday 28th September 9.30 – 12.30</p> <ul style="list-style-type: none"> • Pre reading materials • 1 hour pre-recorded presentation webinar • Workbook to support you in preparing your evidence for this unit • 1.25 hour Action learning set • 45 minute covering the assessment requirements for unit 7 • 30 minute covering the assessment requirements for unit 11 	<ul style="list-style-type: none"> • Networks that support Career Information, Advice and Guidance • Partnership working - Building relationships and exchanging information • Good practice in networking and referral • Negotiation skills • Skills in networking and referral to support clients • Legislative and organizational requirements • <i>There is quite a bit of overlap between units 7 and 11 so we teach these together but giving clear signposting as to which learning outcomes the teaching applies to</i> 	<p>26th November 2021</p>
<p>Unit 2 Reflect on and improve professional practice</p>	<p>Wednesday 13th October 10.00-12.00</p> <ul style="list-style-type: none"> • Pre reading materials • Recorded presentation • Workbook to support you in preparing your evidence for this unit • 1 hour covering the assessment requirements • 1 hour Action learning set 	<ul style="list-style-type: none"> • Theories of Reflective Practice • Evaluation methods and their application to own practice • Continuous improvement and CPD 	<p>31st December 2021</p>

<p>Unit 19 Evaluate Service Provision</p>	<p>Thursday 2nd December 9.30 -11.30</p> <ul style="list-style-type: none"> • Pre reading materials • Workbook • 1hr 30 minutes live webinar. This will also be recorded and sent to learners • 1 hour Action Learning set • 30 minutes covering the assessment requirements • Individual assessor support 	<ul style="list-style-type: none"> • Evaluation methods in relation to service provision • Sources of evidence • Project planning - Approaches to research • Report writing 	<p>11th February 2022</p>
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