



## QCF Level 6 Diploma in Career Guidance and Development, Blended learning programme

### QCF Level 6 Diploma in Career Guidance and Development, September 2020

**Trainer:** David Pusey

**Assessor:** David Pusey

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 direct observation. This can be conducted by the assessor observing in the learner 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, the assessor will agree alternative hand in dates if required

**Those who have already gained certification through the Career Leadership Programme for units 21, 22 and 23, 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**

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

	<b>Title of Unit</b> <i>ALS – action learning set</i> <i>Ass – assessment tutorial</i>	<b>Delivery plan</b>	<b>Content of training includes</b>	<b>Hand in Dates for written work</b>
1.	<b>Introductory session</b> Tuesday 22/9/20  ALS 10am – 11:30am	<ul style="list-style-type: none"> <li>• 1.5 hour ALS induction with your trainer via Zoom</li> <li>• Accreditation Guide</li> <li>• Induction Checklist</li> <li>• Introduction to Reflective Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Importance of Reflective Practice</li> <li>• Programme content and structure</li> <li>• The qualification, units and evidence required</li> <li>• Support available from the CDI</li> <li>• E portfolio</li> <li>• Policies procedures and processes</li> </ul>	
2.	<b>Unit 1</b> <b>Preparing to work in the career information, advice and guidance sector</b>  ALS: Tuesday 6/10/20 10am – 12pm  Ass: Tuesday 6/10/20 2pm – 3pm	<ul style="list-style-type: none"> <li>• Pre reading materials</li> <li>• 2 X 1hr pre-recorded presentation webinars.</li> <li>• Workbook to support you in preparing your evidence for this unit</li> <li>• 1 x 2hr hour Action learning sets</li> <li>• 1 hour covering the assessment requirements for unit 1</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the breadth and range of the sector including the different strands of career related learning, information, advice and guidance</li> <li>• Policies and trends affecting Career Guidance and Development</li> <li>• Social, Economic and Personal benefits of Career Guidance and Development</li> <li>• Legislation and Codes of Practice</li> <li>• Equality, Diversity and Inclusion</li> <li>• Positive working practices</li> </ul>	<b>27/11/20</b>
3.	<b>Unit 3</b> <b>Career guidance theory</b>  Webinar & ALS LO4 Key concepts and the role and purpose of research Tuesday 24/11/20 10am – 12:30pm	<ul style="list-style-type: none"> <li>• Introductory film and advanced reading</li> <li>• 1.5hr live webinar for each module followed by an action learning set</li> <li>• Workbook to support you in preparing your evidence for this unit</li> <li>• 1 hour covering the assessment requirements</li> </ul>	<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"> <li>• LO4 Key concepts and the role and purpose of research</li> <li>• LO1 Career Guidance theories</li> </ul>	<b>15/3/21</b>

	<p>Webinar &amp; ALS LO1 Career Guidance theories Tuesday 5/1/21 10am – 12:30 pm</p> <p>Webinar &amp; ALS LO2,3,5 Concepts and models to support clients including theories of motivation and change management Tuesday 26/1/21 10:00pm to 12:30pm</p> <p>Ass: Tuesday 2/2/21 10:00pm to 12:30pm</p>		<ul style="list-style-type: none"> <li>• LO2,3,5 Concepts and models to support clients including theories of motivation and change management</li> <li>• LO6 The application of theories, models and practice to own practice and maintaining currency of practice</li> <li>• Guidance on assignment</li> </ul>	
4.	<p><b>Unit 4 Agree the purpose of client-centred career guidance interviews and maintain communication with clients</b></p> <p><b>Unit 5 Explore and agree the career guidance and development needs of clients</b></p> <p>TBC: Workshop 9/3/21 &amp; 10/3/21 Time 10am – 4pm</p>	<ul style="list-style-type: none"> <li>• Workshop to be arranged for March 2021</li> <li>• 2 x 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• Effective use of skills to facilitate an open and constructive session with clients</li> <li>• Methodologies to enable you to build the relationship, explore client needs and identify ways to progress</li> <li>• Impact measures and how to use these</li> <li>• Using a range of media to communicate with clients</li> </ul>	<p><i><b>Interview practice 9/3/21 &amp; 10/3/21</b></i></p> <p><i><b>Assessment of written work April 30<sup>th</sup> 2021</b></i></p> <p><i><b>Observations April – December 2020</b></i></p>

5.	<p><b>Unit 15</b>  <b>Source, evaluate and use Labour Market Intelligence with clients</b></p> <p>ALS: Tuesday 30/3/21  10am – 11am</p> <p>Ass: Tuesday 30/3/21  11:30am – 12:30am</p>	<ul style="list-style-type: none"> <li>• Pre reading materials</li> <li>• 1 hour pre-recorded presentation webinar</li> <li>• Workbook to support you in preparing your evidence for this unit</li> <li>• 1 hour Action learning</li> <li>• 1 hour covering the assessment requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the Labour Market Intelligence required by clients</li> <li>• Understand methods for using Labour Market Intelligence with clients</li> <li>• Be able to use Labour Market Intelligence with clients</li> <li>• Be able to evaluate the use of Labour Market Intelligence by clients</li> </ul>	<p><b>7/5/21</b></p>
6.	<p><b>Unit 6</b>  <b>Use career and labour Market Information with clients</b></p> <p>ALS: Tuesday 4/5/21  10am – 11am</p> <p>Ass: Tuesday 4/5/21  11:30am – 12:30am</p>	<ul style="list-style-type: none"> <li>• Pre reading materials</li> <li>• 1 hour pre-recorded presentation webinar</li> <li>• Workbook to support you in preparing your evidence for this unit</li> <li>• 1 hour Action learning set</li> <li>• 1 hour covering the assessment requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Critically analysis of the nature and scope of career-related information in careers guidance</li> <li>• Evaluating information about UK and European education and training providers and systems</li> <li>• Critically analyse the nature, sources, reliability and currency of career-related information</li> <li>• Providing support to clients in interpreting and tailoring information to meet needs</li> </ul>	<p><b>Assignment:</b>  <b>11/6/21</b></p> <p><b>Observations April – December 2020</b></p>
7.	<p>Unit 7</p>	<ul style="list-style-type: none"> <li>• Pre reading materials</li> <li>• 2 X 1 hour pre-recorded presentation webinar</li> </ul>	<ul style="list-style-type: none"> <li>• Networks that support Career Information, Advice and Guidance</li> </ul>	<p><b>28/8/21</b></p>

	<p>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>ALS: Tuesday 8/6/21 10am – 11:30am</p> <p>Ass: Unit 7 Tuesday 8/6/21 2pm – 3pm</p> <p>Ass: Unit 11 Tuesday 8/6/21 3:30pm – 4:30pm</p>	<ul style="list-style-type: none"> <li>• Workbook to support you in preparing your evidence for this unit</li> <li>• 1.5 hour Action learning set</li> <li>• 1 hour covering the assessment requirements for unit 7</li> <li>• 1 hour covering the assessment requirements for unit 11</li> </ul>	<ul style="list-style-type: none"> <li>• Partnership working - Building relationships and exchanging information</li> <li>• Good practice in networking and referral</li> <li>• Negotiation skills</li> <li>• Skills in networking and referral to support clients</li> <li>• Legislative and organizational requirements</li> <li>• <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></li> </ul>	<p><b><i>Observations April – December 2020</i></b></p>
8.	<p>Unit 2 Reflect on and improve professional practice</p> <p>ALS: Tuesday 14/9/21 10am – 11am</p> <p>Ass: Tuesday 14/9/21 11:30am – 12:30am</p>	<ul style="list-style-type: none"> <li>• Pre reading materials</li> <li>• 2 X 1hr 30 minutes live webinar. This will also be recorded and sent to learners</li> <li>• Workbook to support you in preparing your evidence for this unit</li> <li>• 1 hour covering the assessment requirements</li> <li>• 1 hour Action learning set</li> </ul>	<ul style="list-style-type: none"> <li>• Theories of Reflective Practice</li> <li>• Evaluation methods and their application to own practice</li> <li>• Continuous improvement and CPD</li> </ul>	<p><b>10/12/21</b></p>

9.	<p>Unit 18 Plan, deliver and evaluate career-related learning in groups</p> <p>TBC: Workshop Tuesday 12/10/21 Time – 10am – 4pm</p>	<ul style="list-style-type: none"> <li>• Workshop to be arranged for September</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Theory</li> <li>• Understanding group dynamics</li> <li>• Planning, Delivery and Evaluation of group work</li> <li>• Application to practice</li> </ul>	<p><b>Group Work Assessments October/November</b></p> <p><b>10/12/21</b></p>
10.	<p>Unit 19 Evaluate Service Provision</p> <p>ALS: Tuesday 16/11/21 10am – 11:00am</p> <p>Ass: Unit 7 Tuesday 16/11/22 11:30am – 12pm</p>	<p><b>March 2021</b></p> <ul style="list-style-type: none"> <li>• Pre reading materials</li> <li>• Workbook</li> <li>• 1 hour Action learning set</li> <li>• 1 hour covering the assessment requirements for unit 19</li> <li>• Individual assessor support</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation methods in relation to service provision</li> <li>• Sources of evidence</li> <li>• Project planning - Approaches to research Report writing</li> </ul>	<p><b>21/1/22</b></p>