



QCF Level 6 Diploma in Career Guidance and Development, January 2021 – March 2022

Trainer – Claire Nix

Assessor – Mark Yates? Claire Nix will undertake some of the work place observations.

Please note that

- It is planned to deliver this programme on a blended basis with a combination of pre-recorded sessions, Face to Face training and real-time or live action learning sets (**ALS**) and Assessment Tutorials (**AT**) on Zoom. The Zoom sessions are recorded so that you can check back on the content and discussions.
- Each of the Units is supported by a Workbook which provides important content and activities relating to the Unit, supporting reading and guidance on assessment requirements and preparing evidence.
- Units 4 and 5 require the development and practice of career guidance skills with direct observation of career guidance interviews in the workplace. It is planned to deliver the Units on a face to face basis. The Group work (Unit 18) 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 or Zoom or by you video recording an interaction. The CDI will be following advice from Public Health England and from the Awarding Body (OCR).
- Where access to evidence in schools and colleges is prevented due to social distancing, alternative hand in dates will be agreed between you and the assessor.

If you have already gained certification through the Career Leadership Programme for units 21, 22 and 23, you only need to complete the mandatory units (1, 2, 3, 4, 5, 6, 7) to achieve the full level 6 Diploma in Career Guidance and Development. Candidates who have not completed those optional units will need to achieve 15 credits through achieving Units 11,15, 18 and 19.

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 CDI Professional Register.

Topic, date & time	Delivery plan	Content of training includes	Hand in Dates
Introductory session January 14th 3-4.30	<ul style="list-style-type: none"> 1.5 hour induction session via Zoom Supporting Resources <ul style="list-style-type: none"> Accreditation Guide Induction Checklist 	<ul style="list-style-type: none"> Programme content and structure Review of qualification, units and evidence requirements Introduction to learning group, trainer and assessor CDI support for learners E portfolio Assessment Centre policies and procedures 	Induction Checklist to be signed and submitted by 15th January 2021
Unit 1 Preparing to work in the career information, advice and guidance sector January 21st <ul style="list-style-type: none"> 2 x 1 hour pre-recorded presentation webinars 2 x 1 hour ALS (11-12.00 and 1-2) 1 x 1 hour AT (3.00-4.00) 	<ul style="list-style-type: none"> Links issued in advance to 2 X 1hr pre-recorded presentation webinars. Two live 1 hour ALSs One live 1 hour AT Supporting Resources <ul style="list-style-type: none"> Pre reading materials Unit 1 Workbook 	<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 	March 15th 2021 Unit 1 written work submitted
Unit 15 Source, evaluate and use Labour Market Intelligence with clients February 25th 2021 <ul style="list-style-type: none"> 1 x 1 hour ALS - 11-12 1 x 1 hour AT- 1-2 	<ul style="list-style-type: none"> Links issued in advance to 1 x 1hr pre-recorded presentation webinar. One live 1 hour ALSs One live 1 hour AT Supporting Resources <ul style="list-style-type: none"> Pre reading materials Unit 15 Workbook 	<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 	April 26th 2021 Unit 15 written work submitted

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<p>Unit 6 Use career and labour Market Information with clients March 24th 2021</p> <ul style="list-style-type: none"> • 1 x 1 hour ALSs 11-12 • 1 x 1 hour AT – 1-2 	<ul style="list-style-type: none"> • Links issued in advance to 1hr pre-recorded presentation webinar. • One live 1 hour ALSs • One live 1 hour AT <p>Supporting Resources</p> <ul style="list-style-type: none"> • Pre reading materials • Unit 6 Workbook 	<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>May 17th 2021 Unit 6 written work submitted.</p>
<p>Unit 3 Develop the learner’s critical understanding of career guidance theories, models for supporting clients and the role of research in informing and developing career guidance practice.</p> <p>April 29th 11-12.30, 2-3.30</p> <p>April 30th 10-11.30, 1-2.30, 3-4.00</p>	<ul style="list-style-type: none"> • Links issued in advance to 2 x 1hr pre-recorded presentation webinars. • 4 x live 1.5 hour ALSs • 1 x live 1 hour AT <p>Supporting Resources</p> <ul style="list-style-type: none"> • Pre reading materials • Unit 3 Workbook 	<p>Unit 3 has 6 learning outcomes and we will work through these in the following order:-</p> <ul style="list-style-type: none"> • LO4 Key concepts in guidance 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 • One hour AT on the assignment requirements. 	<p>June 7th 2021 Unit 3 written work submitted.</p>

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<p>Unit 4 Agree the purpose of client-centred career guidance interviews and maintain communication with clients</p> <p>Unit 5 Explore and agree the career guidance and development needs of clients</p> <p>June 22nd and 23rd 2021 9.30-4.30 (booking to be confirmed by CDI)</p>	<p>Two days of face to face training at NCVO, 8 All Saints Street, London N1 9RL</p>	<ul style="list-style-type: none"> • Effective use of skills to facilitate an open and constructive interview with clients • Methodologies 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>September 13th 2021 Unit 4 and 5 written work submitted</p> <p><i>Dates for Interview observations to be agreed and conducted between June 2021 to January 2022</i></p>
<p>Unit 18 Plan, deliver and evaluate career-related learning in groups</p> <p>July 16th 2021 9.30-4.30</p>	<p>One day face to face training at NCVO, 8 All Saints Street, London N1 9RL</p>	<ul style="list-style-type: none"> • Learning Theory • Understanding group dynamics • Planning, Delivery and Evaluation of group work • Application to practice 	<p>October 4th 2021 Unit 18 written work submitted.</p> <p><i>Dates for observations of group-work to be agreed and conducted on dates between June 2021 to September 2021</i></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>September 23rd 2021</p> <ul style="list-style-type: none"> • 11-12.30 ALS • 2-3.15 AT 	<ul style="list-style-type: none"> • Links issued in advance to 1 x 1hr pre-recorded presentation webinar. • One live 1.5 hour ALSs • One live 1.25 hour AT <p>Supporting Resources</p> <ul style="list-style-type: none"> • Pre reading materials • Workbook 	<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 organisational requirements <p><i>There is quite a bit of overlap between units 7 and 11 so we teach these together with clear signposting to the relevant learning outcomes & assessment criteria.</i></p>	<p>November 15th 2021 Unit 7 & 11 written work submitted</p>

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<p>Unit 2 Reflect on and improve professional practice December 8th 2021</p> <ul style="list-style-type: none"> • 11-12.00 ALS • 1-2.00 AT 	<ul style="list-style-type: none"> • Links issued in advance to 1 x 1hr pre-recorded presentation webinar. • One live 1 hour ALSs • One live 1 hour AT <p>Supporting Resources</p> <ul style="list-style-type: none"> • Pre reading materials • Unit 2 Workbook 	<ul style="list-style-type: none"> • Theories of Reflective Practice • Evaluation methods and their application to own practice • Continuous improvement and CPD 	<p>February 7th 2022 Unit 2 written work submitted</p>
<p>Unit 19 Evaluate Service Provision January 24th 2022</p> <ul style="list-style-type: none"> • 10 – 11.30 ALS • 12.00-1.00 AT 	<ul style="list-style-type: none"> • One live 1.5 hour ALSs • One live 1 hour AT <p>Supporting Resources</p> <ul style="list-style-type: none"> • Pre reading materials • Unit 19 Workbook 	<ul style="list-style-type: none"> • Evaluation methods in relation to service provision • Sources of evidence • Project planning - Approaches to research • Report writing 	<p>March 28th 2022</p>