

Level 4 Diploma in Career Information & Advice



OCR LEVEL 4 Diploma in Career Information and Advice (2011)

What is this Qualification?

This QCF qualification has been designed to provide accredited professional development for those working in career guidance roles and for those who are preparing to enter such work. It also aims to encourage progression within the occupational sector and can offer a progression route to the Level 6 Diploma or other appropriate HE qualifications.

It will enable new and inexperienced advisers to develop the skills and knowledge required to perform their roles competently. It covers one-to-one interviewing of clients with career-related needs, providing career-related information and helping clients to overcome barriers to learning, training and work in a range of different ways. It also offers practitioners the opportunity to understand how career choice theories and concepts apply to their practice, and to reflect on their own professional development. To achieve the qualification, candidates must achieve **45 credits**, of which **30** come from the **five** mandatory **Group A** units and **15** from the list of optional units in **Group B**.

Who will benefit?

It is suitable for you if you are working in a designated career-related context, including community and outreach settings, and/or involved in delivering Next Step contracts. There are no formal entry requirements but you need to be able to demonstrate competence in a work environment.

How is it delivered?

As there is a logical progression within the 5 mandatory units, you may study these in sequence if you are new to the role. However the programme can be delivered flexibly to meet the needs of candidates and organisations, and individual units accredited according to requirements.

Our assessors will establish learner needs through initial assessment and recognition of prior learning (RPL) where appropriate. We provide workshop sessions to cover the knowledge contained in the mandatory units and specific optional units and conduct regular progress reviews to agree targets and track progress.

Assessment and Accreditation

An individual assessor is allocated to each candidate to support her/him through the programme, offering face-to-face and telephone advice, workplace visits and ongoing assessments. We offer a variety of assessment methods to meet OCR guidelines and learners' needs and circumstances, including observation, examination of witness testimony and work products, questioning of candidate, written statements and professional discussion. We expect that the full qualification could be completed within 9 to 12 months.

Centre Support

C & K Training's team of experienced assessors and trainers are qualified practitioners who maintain their knowledge and skills through continuous professional development. The Centre works to rigorous quality systems and has gained Direct Claims Status on a regular basis for its qualifications. Our administrators ensure that all telephone inquiries are followed up efficiently. Regular contact with employers is encouraged and feedback provided on progress.

How to apply

Contact janet.o'melia@ckcareers.org.uk or ring 01484 226775 for an application form and further information. For more information on the qualification visit www.ocr.org.uk/qualifications/type/qcf/ad_qui/ag_l3/

Our policy is to ensure equality of opportunity and equal access for all

C:\Users\c047\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\8OD37BB1\Level 4 Dip CIA Aug 2011.doc