



# OCR LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

"Fun and engaging."

"The training was perfect."

"The best training course I've ever been on!"

## OVERVIEW

If you're looking to endorse your career guidance and development knowledge and skills to a high standard – you've come to the right place.

The OCR Level 4 Diploma in Career Information and Advice is the qualification for those involved in supporting clients to assess their career development needs, job search activity and referral to a range of opportunities. It is more initial advice which can lead to further intensive career guidance activity. It can be used for accreditation to the Level 6 Diploma in Career Guidance and Development.

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EDUCATION  
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CAREER  
DEVELOPMENT  
OCCUPATION  
TUTORIAL

# Qualification Structure

To achieve this qualification, you must achieve a total of 45 credits comprising 30 credits from the five Mandatory Units in Group A below and a minimum of 15 credits from the Optional Units in Group B on the next page. GLH stands for Guided Learning Hours. These are the activities and research you'll be involved in to achieve each Unit.

<b>Mandatory</b>	<b>Unit title</b>	<b>Credits</b>	<b>Level</b>	<b>GLH</b>
<b>Unit 1</b>	Preparing to work in the career development sector	6	4	40
<b>Unit 2</b>	Reflecting on practice and continuous professional development	6	4	40
<b>Unit 3</b>	Interact with clients to determine their need for career guidance and development	6	4	40
<b>Unit 4</b>	Meeting the career-related information needs of clients	6	4	40
<b>Unit 5</b>	Career choice theories and concepts to support clients	6	4	20
<b>Optional</b>	<b>Unit title</b>	<b>Credits</b>	<b>Level</b>	<b>GLH</b>
<b>Unit 6</b>	Plan and deliver career-related learning in groups	6	4	40
<b>Unit 7</b>	Assist clients to review the achievement of career-related actions	3	4	20
<b>Unit 8</b>	Explore and agree how to meet the career-related needs of clients	6	4	40
<b>Unit 9</b>	Source, evaluate and use Labour Market Information (LMI) with clients	3	4	20
<b>Unit 10</b>	Understand how to support specific client groups to overcome barriers to learning, training and work	6	4	40
<b>Unit 11</b>	Engage with other relevant people to help clients to meet their career development needs	3	4	20
<b>Unit 12</b>	Assist clients to apply for learning, training and work	3	4	20
<b>Unit 13</b>	Provide on-going support to clients	3	4	20
<b>Unit 14</b>	Promote career-related learning to clients	6	4	40
<b>Unit 15</b>	Negotiate on behalf of clients	6	5	40
<b>Unit 16</b>	Obtain and organise career-related information to support clients	3	4	20
<b>Unit 17</b>	Refer clients to sources of support to meet their needs	3	4	20
<b>Unit 18</b>	Prepare to deliver services to clients in an outreach setting	3	4	20
<b>Unit 19</b>	Operate within networks to support the delivery of the service	3	4	20
<b>Unit 20</b>	Manage a personal caseload/work responsibilities in the career development sector	4	4	20
<b>Unit 21</b>	Enable clients to develop and evidence their employment-related skills	6	6	40
<b>Unit 22</b>	Use digital technology in the career development sector	6	6	40
<b>Unit 23</b>	Plan, deliver and evaluate presentations	6	4	40

# How to achieve your qualification

We'll have a phone/email conversation first to determine if the qualification is right for you. We have a Skills Scan document which also helps with this process. Then, you'll complete a registration form which identifies any learning needs and previous experience. We also use your information to register you with OCR. All your details are kept securely – we don't sell them on.

Following your induction, you'll be allocated an assessor and together you'll plan which of the mandatory units you'd like to start first. Later down the line, you'll choose your optional units. (Some companies choose the Optional Units for their staff to develop their teams and support the achievement of business goals).

We use the full range of assessment methods. These include typed assignments, professional discussions, witness testimonies and observations (at least two at your place of work or via virtual platforms if you have the technology and your clients' permission). This will be supported by product evidence as appropriate. You choose the assessment methods that suit your learning style. Level 4 takes between 12 and 15 months to complete (however, you can complete it sooner if you're super motivated!).

You'll get monthly coaching support from your assessor. Our learners won't say: "I never hear from my Assessor!" We're proud of our personal touch, level of support and how accessible we are. These elements have helped us achieve our 100% pass rate!

You will also have access to monthly virtual workshops lasting 2-3 hours covering skills and theory development.

## The benefits of undertaking your qualification with us...

We're a well-respected ILM, OCR, NCFE and BIIAB Centre offering a range of programmes.

We have 'Direct Claims Status' on all our career development qualifications. This means, our awarding body (OCR) is so confident about the quality of our delivery, we don't have to wait for external quality assurance visits for final portfolio sign-off and we can apply directly for certificates.

Our fully qualified assessors and internal quality assurance staff come from a range of professional backgrounds with many years of sector-specific knowledge and skills.

We use an e-portfolio system, Qualls Direct, which is easy to access and for which you will be supported to use. We pride ourselves on our innovative, interactive and flexible delivery methods to suit all learning styles.

We bespoke our programmes to meet individual and organisational needs.

We've researched the marketplace and believe our programmes are cost-effective without compromising on levels of quality and support.

We're passionate about Continuing Professional Development. Our staff regularly access training opportunities to ensure your staff have the very latest information from the sector.

# Costs

The cost of the Career Information and Advice Level 4 Diploma is £1950+vat.

## Sounds great! Where do I sign up?

Please contact:-

Ian Bedelle - [ian.bedelle@ac.training](mailto:ian.bedelle@ac.training) (07896 973101)

OR

Support team - [support@ac.training](mailto:support@ac.training) (0333 444 2467)

*"Your support with the Level 4 Careers Diploma is much appreciated. Your constant positivity and ability to put me at ease made this course much more achievable, especially as a working parent. Your knowledge, exceptional response times and flexibility were impressive!"*

*"Great training today! I get bored and restless in sessions normally, but you made things engaging. You REALLY are natural trainers, I was well impressed! I'm going to aspire to lead groups just like you."*

**OCR**

Oxford Cambridge and RSA