



# OCR LEVEL 6 DIPLOMA IN CAREER GUIDANCE & DEVELOPMENT

*"I'm not usually so generous on my evaluation forms! I'm quite a critical person. I couldn't fault the programme though. Previous workshops I've attended with other companies have been quite painful. I usually reach a stage where I watch myself disengage. However, with the AC Training sessions, the time went really quickly and the content was fresh and engaging."*

## 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 6 Diploma in Career Guidance and Development is the industry standard qualification for career guidance and coaching professionals. It offers a great mix of theory and practical elements.

The Level 6 is the first qualification of its type that has really stretched practitioners, helped them consider what they're great at, identified areas for development and – what we call 'careers theory lightbulb moments' – has made staff exclaim: "Well, I do that on a day-to-day basis, however, I never knew it was called that!"

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# Qualification Structure

To achieve this qualification, you must achieve a total of 60 credits comprising 48 credits from the seven Mandatory Units in Group A below and a minimum of 12 credits from the Optional Units in Group B. 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>	Reflect on and improve professional practice	6	6	40
<b>Unit 3</b>	Career guidance and development theories and models	12	6	90
<b>Unit 4</b>	Agree the purpose of client-centred career guidance interactions and maintain communication with clients	6	6	40
<b>Unit 5</b>	Explore and agree the career guidance and development needs of clients	6	6	40
<b>Unit 6</b>	Use career related Information with clients	6	6	40
<b>Unit 7</b>	Work with other organisations for the benefit of clients and own organisation	6	6	40
<b>Optional</b>	<b>Unit title</b>	<b>Credits</b>	<b>Level</b>	<b>GLH</b>
<b>Unit 8</b>	Use diagnostic and assessment tools with clients	6	4	40
<b>Unit 9</b>	Source, evaluate and use labour market intelligence (LMI) with clients	3	6	20
<b>Unit 10</b>	Understand how to support specific client groups to overcome barriers to learning, training and work	6	6	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 ongoing 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>	Undertake research on behalf of the service	6	6	40
<b>Unit 17</b>	Lead and manage career development work In an organisation	9	6	60
<b>Unit 18</b>	Continuously improve career development work in an organisation	6	6	40
<b>Unit 19</b>	Plan and design career related learning programmes	9	6	60
<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
<b>Unit 24</b>	Publicise and negotiate career development provision with external agencies or other departments within the same organisation	6	6	40
<b>Unit 25</b>	Work with employers and organisations to effectively use their expertise in the delivery of career learning and career development activities	6	6	40
<b>Unit 26</b>	Plan, deliver and evaluate career-related learning in groups	6	6	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 6 takes between 12 and 18 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 are a highly 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.

# Are you Level 4 qualified?

There's an opportunity for staff who have undertaken a previous Level 4 qualification, i.e. NVQ Level 4 Advice and Guidance or NVQ Level 4 Learning and Development Support Services (LDSS) to undertake three Units (2, 3 and 6) from the Level 6 and enroll on the Career Development Institute (CDI) Register. Please note - undertaking these units, does NOT mean you have the FULL Level 6 qualification.

Staff who've undertaken the DipCG or QCG are recognised as having the required level of qualification for the sector. However, they MAY wish, as part of their CPD, to have some Level 6 Units accredited with us.

## Costs

The cost of the Career Guidance and Development Level 6 Diploma is £2400 + 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 6 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."*