

TALK

**ADVICE** AND  
**GUIDANCE**  
QUALIFICATIONS

TALK  
OCR



## OVERVIEW

This guide shows the evidence that an individual will have from certificated units of the Level 4 Advice and Guidance NVQ and which can contribute as evidence to meet the assessment criteria of the QCF-based Level 6 Career Guidance and Development qualification.

In order for this evidence to be acceptable, the individual will need to have completed the NVQ units in a career-related context.

If knowledge can be inferred from practical application, this has been taken into consideration within the guide.

## DEFINITIONS OF COVERAGE

Coverage of the assessment criteria by the performance criteria or knowledge/understanding from the NVQ is classed as one from **full**, **partial** or **none**.

### **Full:**

Where the candidate has successfully completed the NVQ unit, it can be accredited against the particular assessment criterion.

### **Partial:**

Where the candidate has evidence from the NVQ unit that could be used to contribute towards this assessment criterion, however additional evidence would be required. Where this is the case, a suggestion is provided as to how this additional evidence could be provided but this is not prescriptive and the candidate and assessor could agree an alternative method.

### **None:**

The performance criteria or knowledge/understanding from the NVQ does not cover the assessment criteria of the Level 6 Diploma.

## LEVEL 6 IN CAREER INFORMATION AND GUIDANCE

### Mandatory units

Preparing to work in the career information, advice and guidance sector

**Partial coverage**

Reflect on and improve professional practice

**Partial coverage**

Career guidance theory

**No coverage**

Agree the purpose of client-centred career guidance interviews and maintain communication with clients

**Partial coverage**

Explore and agree the career guidance and development needs of clients

**Partial coverage**

Use career and Labour Market Information with clients

**No coverage**

Work with other agencies for the benefit of clients and the organisation

**Partial coverage**

### Optional units

## LEVEL 6 IN CAREER INFORMATION AND GUIDANCE

### Optional units

Advocate on behalf of clients	<b>Partial coverage</b>
Plan, deliver and evaluate career-related learning in groups	<b>Partial coverage</b>
Source, evaluate and use Labour Market Information with clients	<b>No coverage</b>
Undertake research on behalf of the service	<b>Partial coverage</b>
Use diagnostic and assessment tools with clients	<b>No coverage</b>
Understand how to support specific client groups to overcome barriers to learning, training and work	<b>No coverage</b>
Provide ongoing support to clients	<b>No coverage</b>
Promote career-related learning to clients	<b>Partial coverage</b>
Prepare to deliver services to clients in an outreach setting	<b>No coverage</b>
Obtain and organise career-related information to support clients	<b>No coverage</b>
Engage with support networks to help clients to meet their career-related needs	<b>No coverage</b>
Evaluate service provision	<b>No coverage</b>
Assist clients to apply for learning, training and work	<b>No coverage</b>

### Mandatory units

## Unit: Preparing to work in the career information, advice and guidance sector

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand the career information, advice and guidance sector	<b>AC 1.1</b> AG 16.1.5 h / AG 16.2.4 g, h	Full	
	<b>AC 1.2</b> AG 16.1.5 i / AG 16.2.6 l, m	Full	
	<b>AC 1.3</b>	None	
	<b>AC 1.4</b> AG 16.2.4 g, h, i	Full	
<b>Learning Outcome: 2</b> Understand own careers information, advice and guidance organisation	<b>AC 2.1</b> AG 16.1.5 i	Partial	Statement needed to cover values
	<b>AC 2.2</b>	None	
<b>Learning Outcome: 3</b> Understand roles within the careers information, advice and guidance organisation	<b>AC 3.1</b>	None	
	<b>AC 3.2</b> AG 16.3.1 / AG 16.3.2 d, e / AG 16.2.3 f, g	Partial	Statement to cover analysis of own role and responsibilities
	<b>AC 3.3</b>	None	
<b>Learning Outcome: 4</b> Understand working practices within the careers information, advice and guidance organisation	<b>AC 4.1</b>	None	
	<b>AC 4.2</b> AG 16.1.5 h, i / AG 16.1.7 l / AG 16.1.9 q, r / AG 14.2 all / AG 14.3 all	Full	
	<b>AC 4.3</b>	None	
	<b>AC 4.4</b> AG 23.10 r / AG 3.1.2 c, d / AG 3.3.9 j, k, l / AG 5.3.11 r, s, t / AG 6.2.7 k, l, m / AG 8.1.6 k, l / AG 9.2.7 m, n / AG 10.2.7 j, k / AG 11.1.8 j, k / AG 11.2.8 o, p / AG 12.2.7 l, m / AG 12.3.9 q, r / AG 13.2.10 r, s / AG 14.1 all / AG 14.2.7 AG 18.2.7 l, m	Full if any of these units have been successfully completed	
<b>Learning Outcome: 5</b> Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	<b>AC 5.1</b> AG 2.1.5 m, n, o, p / AG 3.1.9 r, s, t, u / AG 5.1.11 r, s, t, u / AG 6.1.9 n, o, p, q / AG 7.1.8 q, r, s / AG 8.1.7 m, n, o, p / AG 8.1.8 n, o, p, q / AG 9.2.8 o, p, q, r / AG 10.1.6 o, p, q, r / AG 11.4 e, f, g, h / AG 12.1.8 o, p, q, r / AG 12.2.3 c, d, e, f / AG 13.1.8 m, n, o, p / AG 14.1.7 l, j, k, l / AG 14.1.8 n, o, p, q / AG 17.2.7 m, n, o, p / AG 18.1.3 d, e, f, g / AG 18.2.5 g, h, i, j / AG 19.1.7 j, k, l / AG 20.5.5 f, g, h, i / AG 26.1.5 g, h, i, j, k / AG 26.2.5 j, k, l	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact
	<b>AC 5.2</b> AG 16.3.1 a, b, c / AG 16.3.2 / AG 16.3.3	Partial	Statement to cover the range of codes of practice used in the organisation and their impact.
<b>Learning Outcome: 6</b> Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	<b>AC 6.1</b>	None	
	<b>AC 6.2</b>	None	

## Unit: Reflect on and improve professional practice

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand reflective practice	<b>AC 1.1</b>	None	
	<b>AC 1.2</b>	None	
<b>Learning Outcome: 2</b> Understand methodologies used to reflect on practice	<b>AC 2.1</b> AG 16.1.1 a, b / AG 16.1.2 c, d AG 16.1.3.e	Partial	Statement needed to cover evaluation of the methods used to reflect on professional practice
	<b>AC 2.2</b> AG 16.1.3.e / AG 16.1.9 q, r	Partial	Statement to cover critical evaluation of the application of reflective practice methodologies on own professional practice
<b>Learning Outcome: 3</b> Understand the need for continuous professional development as a careers information, advice and guidance practitioner	<b>AC 3.1</b> AG 16.2 all	Partial	Statement to cover the analysis of the role of continuous professional development in professional updating and improvement of practice
	<b>AC 3.2</b> AG 16.2.8 p, q	Full	
<b>Learning Outcome: 4</b> Be able to reflect on own performance as a career information, advice and guidance professional	<b>AC 4.1</b> AG 16.1 all	Full	
	<b>AC 4.2</b> AG 16.1 all	Full	
	<b>AC 4.3</b> AG 16.1.8 m, n, o, p	Full	
<b>Learning Outcome: 5</b> Be able to improve own practice through continuous professional development	<b>AC 5.1</b> AG 16.2.1 a, b, c	Full	
	<b>AC 5.2</b> AG 16.2.3 e, f	Full	
	<b>AC 5.3</b> AG 16.2.8 p, q	Full	
	<b>AC 5.4</b> AG 16.2.10 t, u	Full	

## Unit: Agree the purpose of client-centred career guidance interviews and maintain communication with clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand techniques used to agree the purpose of careers guidance interviews with clients	<b>AC 1.1</b>	None	
	<b>AC 1.2</b> AG 3.1.3 e, f	Partial	Statement to cover the analysis of techniques used to agree the purpose of careers guidance interviews with clients
	<b>AC 1.3</b>	None	
<b>Learning Outcome: 2</b> Understand the media used to communicate with clients	<b>AC 2.1</b>	Partial	
	<b>AC 2.2</b>	None	
<b>Learning Outcome: 3</b> Be able to agree with clients the purpose of career guidance interviews	<b>AC 3.1</b> AG 3.1.3 e, f / AG 3.1.4.g, h, i	Full	
	<b>AC 3.2</b> AG 5.1.1 a	Full	
	<b>AC 3.3</b>	None	
<b>Learning Outcome: 4</b> Be able to maintain communication with the client during the client-centred interview	<b>AC 4.1</b> AG 5.1.1 a	Full	
	<b>AC 4.2</b> AG 3.2.5 j / AG 3.2.7 m	Full	
	<b>AC 4.3</b> AG 3.3.5 f	Full	
	<b>AC 4.4</b> AG 3.3.9	Full	

## Unit: Explore and agree the career guidance and development needs of clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand methodologies to explore client career guidance and development needs	<b>AC 1.1</b> AG 3.1.4 g, h, i / AG 3.1.5 j, k / AG 3.1.6 l, m / AG 3.1.7 n, o	Partial	Statement to cover evaluation of the methodologies to explore the career guidance and development needs of clients
	<b>AC 1.2</b> AG 5.2.1 a, b, c / AG 5.2.7 k / AG 5.3.3 e / AG 5.3.3.h	Partial	Statement to cover evaluation of the methodologies used to develop client decision-making skills with respect to their career guidance and development needs
<b>Learning Outcome: 2</b> Understand methods to agree client career guidance and development needs	<b>AC 2.1</b> AG 5.1.3 d / AG 5.1.5 i / AG 5.1.6 j, k, l / AG 5.1.8 o / AG 5.1.9 p / AG 5.1.10 q / AG 5.2.4 f, g / AG 5.2.7 k, l / AG 5.2.9 n, o / AG 5.3.1 a, b	Partial	Statement to cover evaluation of the methods used to agree career guidance and development options
	<b>AC 2.2</b> AG 5.3.3 e / AG 5.3.4 f, g	Partial	Statement on analysis of the ways to include clients in the planning of career guidance and development options
<b>Learning Outcome: 3</b> Understand how to evaluate the impact on clients of career guidance and development	<b>AC 3.1</b> AG 7.1.1 a	Partial	Statement to cover critical analysis
<b>Learning Outcome: 4</b> Be able to analyse client career guidance and development needs	<b>AC 4.1</b> AG 3.1.4 g, h, i / AG 3.1.5 j, k / AG 3.1.6 l, m / AG 3.1.7 n, o	Full	
	<b>AC 4.2</b> AG 5.1.3 d / AG 5.1.5 i / AG 5.1.6 j, k, l / AG 5.1.8 o / AG 5.1.9 p / AG 5.1.10 q / AG 5.2.4 f, g / AG 5.2.7 k, l / AG 5.2.9 n, o / AG 5.3.1 a, b	Full	
	<b>AC 4.3</b>	None	
<b>Learning Outcome: 5</b> Be able to agree action plans with clients to meet their career guidance and development needs	<b>AC 5.1</b> AG 6.1.1	Full	
	<b>AC 5.2</b> AG 6.3 all	Full	
<b>Learning Outcome: 6</b> Be able to evaluate with clients the impact of career guidance and development	<b>AC 6.1</b> AG 7.1 all	Full	
	<b>AC 6.2</b> AG 6.1 all / AG 6.2 all / AG 7.1.3 e / AG 7.1.4 f, g, h / AG 7.1.7 o	Full	
	<b>AC 6.3</b> AG 6.2.7 k, l, m	Full	

## Unit: Work with other agencies for the benefit of clients and the organisation

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand the characteristics of networks that support career information, advice and guidance	<b>AC 1.1</b>	None	
	<b>AC 1.2</b>	None	
<b>Learning Outcome: 2</b> Understand the networks supporting the delivery of career information, advice and guidance by the organisation	<b>AC 2.1</b> AG 18.1.1	Partial	Statement to cover evaluation of the methods used to agree career guidance and development options
	<b>AC 2.2</b> AG 18.1.1	Partial	Statement on analysis of the benefits to the organisation
	<b>AC 2.3</b> AG 18.1.1	Partial	Statement to cover examination of the sources of potential conflict
<b>Learning Outcome: 3</b> Understand the benefit of specialist support to meet the needs of clients and the service	<b>AC 3.1</b> AG 13.1.2 a, b, c, d	Partial	Statement to cover evaluation of the sources of specialist support
	<b>AC 3.2</b> AG 13.1.5 i, j	Partial	Statement to cover evaluation of the ways to access specialist support
<b>Learning Outcome: 4</b> Understand the principles of negotiation	<b>AC 4.1</b>	None	
<b>Learning Outcome: 5</b> Be able to collaborate with other agencies for the benefit of clients and the organisation	<b>AC 5.1</b> AG 18.1.6 n, o	Full	
	<b>AC 5.2</b> AG 12.2 all / AG 12.3 all	Full	
	<b>AC 5.3</b>	None	
<b>Learning Outcome: 6</b> Be able to refer clients to sources of specialist support	<b>AC 6.1</b> AG 13.1.1 / AG 13.1.3 / AG 13.1.4	Full	
	<b>AC 6.2</b> AG 13.2 all	Full	
	<b>AC 6.3</b>	None	
	<b>AC 6.4</b> AG 13.2.10 r, s	Full	

## Unit: Advocate on behalf of clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand the principles and practice of advocacy	<b>AC 1.1</b>	None	
	<b>AC 1.2</b> AG 8.1 all / AG 8.2 all	Partial	Statement to cover evaluation of the advocacy techniques
<b>Learning Outcome: 2</b> Understand the role and purpose of advocating on behalf of clients	<b>AC 2.1</b> AG 8.1, 2, 4	Partial	Statement covering analysis of when advocacy is necessary
	<b>AC 2.2</b>	None	
	<b>AC 2.3</b>	None	Statement to cover critical evaluation the knowledge and skills needed to advocate on behalf of clients with third parties.
	<b>AC 2.4</b> AG 8.1 / AG 8.2	Partial	
<b>Learning Outcome: 3</b> Be able to advocate on behalf of clients to meet their career-related needs	<b>AC 3.1</b> AG 8.1.1 a, b / AG 8.1.2 d / AG 8.1.3 e, f / AG 8.1.4 g, h, i	Full	
	<b>AC 3.2</b> AF 8.2 all	Full	
	<b>AC 3.3</b> AG 8.2.2 b, c / AG 8.2.4 / AG 8.2.5	Partial	Statement to cover consulting with clients.
	<b>AC 3.4</b> AG 8.1.5 j	Partial	Statement to cover outcome of the actual advocacy and how this meets clients' needs
	<b>AC 3.5</b> AG 8.1.6	Full	

## Unit: Plan, deliver and evaluate career-related learning in groups

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand theories of how people learn in groups	<b>AC 1.1</b> AG 27.1.5 i	Partial	Statement to cover critical analysis
	<b>AC 1.2</b> AG 27.2.9.k	Partial	Statement to cover principles
	<b>AC 1.3</b> AG 27.2.9.k	Partial	Statement to cover analysis of the impact
<b>Learning Outcome: 2</b> Understand methodologies to plan, deliver and evaluate career-related learning in groups to meet needs	<b>AC 2.1</b> AG 27.2.1	Partial	Statement to cover evaluation of the methodologies that can be used
	<b>AC 2.2</b>	None	
	<b>AC 2.3</b> AG 27.1.1 a	Partial	Statement to cover critical analysis
	<b>AC 2.4</b> AG 27.2.1 a, b / AG 27.2.2 c	Partial	Statement to cover how to plan and resource group sessions to meet needs
	<b>AC 2.5</b> AG 27.1.3 d, e, f / AG 27.1.4 g, h / AG 27.1.5 i / AG 27.1.6 k / AG 27.1.7 l / AG 27.1.8	Partial	Statement to cover analysis of barriers and risks
	<b>AC 2.6</b> AG 27.1.1 a / AG 27.1.3 d, e, f / AG 27.1.4 g, h	Partial	Statement to cover analysis of ways to motivate individuals within groups
	<b>AC 2.7</b> AG 27.2.6	Partial	Statement to cover critique of methodologies
<b>Learning Outcome: 3</b> Be able to plan career-related learning in groups	<b>AC 3.1</b>	None	
	<b>AC 3.2</b>	None	
<b>Learning Outcome: 4</b> Be able to deliver career-related learning in groups	<b>AC 4.1</b> AG 27.2 all	Full if groups were on career-relating learning	
	<b>AC 4.2</b>	None	
	<b>AC 4.3</b> AG 27.1.1 a / AG 27.1.3 d, e, f / AG 27.1.4 g, h	Full	
	<b>AC 4.4</b>	None	
<b>Learning Outcome: 5</b> Be able to evaluate career-related learning in groups	<b>AC 5.1</b> AG 27.2.6	Partial	Statement to cover evaluation with clients
	<b>AC 5.2</b>	None	

## Unit: Undertake research on behalf of the service

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand the research requirements of the careers information, advice and guidance service and its clients	<b>AC 1.1</b> AG 19.1.1 a	Partial	Statement to cover critical analysis of the research requirements of the service and its clients
	<b>AC 1.2</b> AG 19.1.7 m, n, o, p	Full	
<b>Learning Outcome: 2</b> Understand research methods used in careers information, advice and guidance services	<b>AC 2.1</b>	None	
	<b>AC 2.2</b>	None	
	<b>AC 2.3</b>	None	
<b>Learning Outcome: 3</b> Be able to agree research requirements for career information, advice and guidance	<b>AC 3.1</b>	None	
	<b>AC 3.2</b> AG 19.1.1 a	Partial	Statement to cover negotiating research objectives and evidence requirements with colleagues, stakeholders and clients
	<b>AC 3.3</b>	None	
	<b>AC 3.4</b>	None	
<b>Learning Outcome: 4</b> Be able to source evidence and information to meet the needs of the service and its clients	<b>AC 4.1</b> AG 19.1.1 a / AG 19.1.2 b	Full	
	<b>AC 4.2</b> AG 19.1.2 b	Full	
	<b>AC 4.3</b> AG 19.1.3 c, d	Full	
	<b>AC 4.4</b> AG 19.2 all	Full	
<b>Learning Outcome: 5</b> Be able to evaluate career-related learning in groups	<b>AC 5.1</b> AG 19.3 all	Full	
	<b>AC 5.2</b> AG 19.3.3 d, e	Full	
	<b>AC 5.3</b> AG 19.3.4 f, g	Full	
	<b>AC 5.4</b> AG 19.3.5 h, i	Full	
<b>Learning Outcome: 6</b> Be able to report on research outcomes to meet the needs of the service and its clients	<b>AC 6.1</b> AG 19.4.1 a	Full	
	<b>AC 6.2</b> AG 19.4.2 b	Full	

## Unit: Promote career-related learning to clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
<b>Learning Outcome: 1</b> Understand the policy context for career-related learning	<b>AC 1.1</b>	None	
<b>Learning Outcome: 2</b> Understand the characteristics of career-related learning	<b>AC 2.1</b>	None	
	<b>AC 2.2</b>	None	
<b>Learning Outcome: 3</b> Be able to agree research requirements for career information, advice and guidance	<b>AC 3.1</b> AG 25.1.1.a	Partial	Statement to cover the range of activities available
	<b>AC 3.2</b> AG 25.1.1 a / AG 25.1.4 c / AG 25.1.5 d	Partial	Statement on promotional techniques used to motivate clients to participate
	<b>AC 3.3</b>	None	
<b>Learning Outcome: 4</b> Be able to negotiate with external organisations to promote career-related learning	<b>AC 4.1</b> AG 25.1.6 e	Full	
<b>Learning Outcome: 5</b> Be able to implement career-related learning promotional activities	<b>AC 5.1</b> AG 25.1.5 d	Partial	Statement to cover the design or promotional activities
	<b>AC 5.2</b> AG 25.2 all	Full	
<b>Learning Outcome: 6</b> Be able to evaluate career-related learning promotional activities	<b>AC 6.1</b> AG 25.2.4, 5 c	Full	
	<b>AC 6.2</b> AG 25.2.6 d	Full	
	<b>AC 6.3</b> AG 25.2.10 / AG 25.2.11	Full	



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