



Level 6

Diploma in Career Guidance & Development

“ *From registration to certification, I have nothing but praise for the team. The Level 6 Diploma in Career Guidance and Development was professionally delivered and tailored to my individual requirements. Adrian Pitt was my Assessor. This is a chap who thoroughly enjoys his work. He was diligent, enthusiastic and highly motivational throughout the programme. Nothing was too much trouble...do the Diploma with Ade!*”

Army Administration and Welfare Officer, Northern Ireland

“ *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 Always Consult sessions, the time went really quickly and the content was fresh and engaging.*” **Hannah Weeks, Independent Supporter, Adviza Careers, Berkshire**

Overview

If you’re looking to endorse your careers and advice and guidance 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 careers, advice and guidance and coaching professionals. It offers a great mix of theory and practical elements. The Level 6 is the first qualification of its type in a while 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!”

Qualification Structure

To achieve this qualification, you must achieve a total of **60 credits** comprising of: 45 credits from the seven Mandatory Units in Group A below and a minimum of 15 credits from the Optional Units in Group B on the next page. You’ll notice some of the Units have been mapped across from the Level 4 Careers Diploma? “GLH” stands for “Guided Learning Hours”. These are the activities and research you’ll be involved in to achieve each Unit or a number of Units.

Mandatory	Unit title		Credits	Level	GLH
Group A	Preparing to work in the career information, advice and guidance sector		6	4	40
Group A	Reflect on and improve professional practice		6	6	40
Group A	Career guidance theory		9	6	70
Group A	Agree the purpose of client-centred career guidance interviews and maintain communication with clients		6	6	40
Group A	Explore and agree the career guidance and development needs of clients		6	6	40
Group A	Use career and Labour Market Information with clients		6	6	40
Group A	Work with other agencies for the benefit of clients and the organisation		6	6	40
Optional	Unit title		Credits	Level	GLH
Group B	Use diagnostic and assessment tools with clients		6	4	40
Group B	Advocate on behalf of clients		4	6	40
Group B	Understand how to support specific client groups to overcome barriers to learning, training and work		3	4	20
Group B	Engage with support networks to help clients to meet their career-related needs		3	4	20
Group B	Assist clients to apply for learning, training and work		3	4	20
Group B	Provide ongoing support to clients		2	4	15
Group B	Source, evaluate and use Labour Market Intelligence with clients		3	6	20
Group B	Obtain and organise career-related information to support clients		3	4	20
Group B	Promote career-related learning to clients		6	4	40
Group B	Plan, deliver and evaluate career-related learning in groups		6	6	40
Group B	Evaluate service provision		3	4	20
Group B	Undertake research on behalf of the service		6	6	40
Group B	Prepare to deliver services to clients in an outreach setting		2	4	15
Group B	Lead and manage career development work in an organisation	Careers co-ordinator	9	6	60
Group B	Continuously improve career development work in an organisation	Careers co-ordinator	6	6	40
Group B	Plan and design career related learning programmes	Careers co-ordinator	5	6	20

How to achieve your qualification with Always Consult Ltd...

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. You won't have fitted kitchen salespeople phoning while you're sitting down to your evening meal!

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 in order to develop their teams and support the achievement of business goals).

We utilise a full range of assessment methods. These include written assignments, professional discussions, witness testimonies and observations (at least two at your place of work or via conferencing software if you have the technology and your clients' permission). These will be supported by product evidence as appropriate. You choose the assessment methods that suit your learning style. The Level 6 takes between 12 and 18 months to complete (however, you can complete it sooner if you're super motivated!).

You'll get tons of support by phone, email, e-Learning, SKYPE, GoTo Meeting, Social Media and face-to-face visits. 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!

The benefits of undertaking your qualification with us...

- We're a well-respected Institute of Leadership and Management, OCR, BTEC/Pearson/Edexcel Centre offering a range of programmes
- We have "Direct Claims Status" on all our Advice and Guidance qualifications. This means, our Awarding Body 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
- No elephant's foot-sized portfolios with us! 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 market place 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, NVQ Level 4 Learning and Development Support Services (LDSS) to undertake three Units from the Level 6 and "**conditionally**" enroll on the Career Development Institute (CDI) Register. The "condition" is that you will complete the full Level 6 Diploma in due course.

Please note - by undertaking these Units, this does **NOT** mean you have the **FULL** Level 6 qualification. Beware the expression "top up". You're not "topping up" your Level 4 to the **full** Level 6. There's more to the qualification than the three Units mentioned above, as you've seen from the table earlier.

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 at a cost of £250 + VAT per Unit.

Costs please?

To undertake three Units to achieve conditional occupational "recognition" on the Career Development Institute Register (having previously undertaken a Level 4 qualification) costs **£250 + VAT*** for each Unit. More details here about the CDI: <http://www.thecdi.net/> (*price includes individual Unit registration fee, which is more costly than the one-off fee to register for the whole qualification).

To progress from your Level 4 qualification to the **FULL** Level 6 Diploma (*without* having achieved the original CDI recommended three Mandatory Units), costs **£1750 + VAT**. This includes assessment for the all the Mandatory Units and your choice of Optional Units. Observations and work to accredit prior learning also takes place.

If you've already achieved three Units for the Level 6 qualification, the cost is **£1200 + VAT**, which includes assessment and observations of additional Mandatory Units and Optional Units to achieve the **FULL** Level 6 Diploma.

If you're undertaking the full Level 6 Diploma, without a previous Level 4 qualification, this costs **£1950 + VAT**.

As funding is rarely available for Advice and Guidance and Careers qualifications, payment options are available in all cases to help spread costs if you're self-funding*. You agree a deposit to cover the cost of OCR registration and then an affordable month cost. Please note, we can't release your certificate upon completion until the full balance has been settled. (*Small admin fee applies).

Sounds great! Where do I sign up?

To discuss your requirements, contact Adrian Pitt, Always Consult Senior Associate, at adrian@develop-meant.com or telephone: 07979 525 708.

We look forward to working with you!

PS! We deliver the OCR Level 3 Certificate in Advice and Guidance, the Level 4 Diploma in Advice and Guidance and the Level 4 Diploma in Career Information and Advice. Also the Assessor and Verifier qualifications (TAQA).

Our qualification portfolio includes the Level 3, 4 and 5 Education and Training programmes that replaced PTLLS, CTLLS and DTLLS. Ask for more details!



www.alwaysconsult.com