

Unit Title: Career Planning	
Level:	Two
Credit Value:	3
GLH:	20
OCNLR Unit Code:	PA1/2/LQ/030
Ofqual Unit Reference Number:	A/505/1225

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to investigate career options.	1.1. Identify different types and sources of information, advice and guidance on careers. 1.2. Use careers information, advice and guidance to build understanding of possible career options, including entry routes where appropriate.
2. Be able to assess career options.	2.1. Review relevance of own skills, qualities, experience, training and/or qualifications for different career options. 2.2. Outline the advantages and disadvantages of different career options (e.g. time taken to train, level of salary, working patterns, work/life balance). 2.3. Outline a specific career option, relevant to own skills, interests and ambitions, including key features of the option and reasons for selecting it.
3. Be able to plan to achieve a career-related goal.	3.1. Use careers information, advice and guidance to produce a career development plan to enable self to progress from own starting point to achieve a career-related goal, including: <ul style="list-style-type: none"> • timescales • targets • key actions to be taken (e.g. undertaking training, getting work experience, achieving qualifications).

4. Know about career progression.

4.1. Outline possible progression routes within a specific area of work (e.g. developing a specialism or taking on a management role).

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	