

Careerpilot

Do your Level 6 Diploma with the Careerpilot Team at the University of Bath and benefit from personal mentoring from our experienced and currently practicing guidance trainers.

Start June or September 2021

OCR Level 6 Diploma in Careers Guidance and Development

“The level of expertise of the qualified adviser who observed me was incredible. The observation feedback was invaluable in helping me to improve my advising skills. There are plenty of observations so you have a chance to really practice and incorporate your new skills into real-life situations. I know my students are having a much better experience since I have completed this course.”

Careerpilot, based at the University of Bath has been successfully delivering the Level 6 Diploma in Careers Guidance and Development course for several years. In 2020, we moved online and designed a course based on training small groups, with fortnightly taught sessions, which enabled students to develop guidance practice skills and learn relevant guidance theory for the Level 6 over nine to twelve months. Our new course that will start in June or September 2021 will be delivered online.

Thinking of doing a Level 6 Diploma in Careers Guidance and Development?

Would you like to develop the skills to be a great career adviser and help people explore and plan effective progression?

Would you like to get the Level 6 Careers Guidance qualification alongside your existing Careers Leader qualification (optional)?

Is your school or college keen to achieve their Gatsby benchmark 8 in personal guidance and want to train you to get your Level 6 qualification?

Are you working with young people as part of a mentoring/support role?

What is the Level 6 Diploma?

This is a work-based qualification, accredited by the OCR. Successful completion of the course meets the qualification recognition for the UK Register of Career Development Professionals. The Level 6 Diploma is also the qualification those delivering guidance in schools and colleges need to meet Gatsby Benchmark 8.

Who is delivering this course?

The teaching and mentoring is delivered by experienced, professional and currently practicing careers advisers and trainers from the Careerpilot Team, based at the University of Bath. Our partners Always Consult have many years' experience in assessing the submitted work of our attendees.

Who is it for?

The Level 6 qualification is designed for practitioners whose role involves providing careers guidance. You will be working with young people or adults in a range of settings, from a school or college or in the community.

"The team at Careerpilot are incredibly supportive and really understand what it is like to give guidance. I have developed so much in the last year and it has really impacted our career programme in a huge way."

What qualifications do I need to do the course?

The course is equivalent to a degree level standard and requires students to show their competence by providing evidence in a range of formats to meet the required course units. Written assignments involve analysing theories and relating them to practice. A previous Level 3, 4 or higher qualification will be good preparation for the course or you can do a preparatory written task to get an idea of the standard of work required.

What are the benefits of doing the Level 6?

This course will enable you to develop your knowledge and practical guidance skills to be able to motivate and support individuals to make informed decisions about their future and successful transitions into learning and work.

The benefits to you

- You will develop the knowledge, practical guidance skills and confidence to motivate and empower individuals to make realistic and informed careers plans and make successful transitions.
- You will have a professional recognised qualification in careers guidance and development accredited by OCR, enabling you to join the Career Development Institute register for careers guidance practitioners.
- You will be able to take advantage of the growing number of career opportunities in guidance across a range of settings from universities, colleges, schools and community settings.

Benefits to your organisation?

Many organisations are funding a staff member to achieve the Level 6 Diploma as this enables them to reap the benefits of having a qualified career professional on the team.

Qualified careers guidance practitioners:

- Enable a school/college to meet its commitment to delivering personal guidance by meeting Gatsby Benchmark 8.
- Support your Careers Leader to design, implement and support an effective careers programme.
- Ensure your clients receive up to date impartial and timely careers advice and guidance
- Improve motivation, academic attainment and engagement of students.
- Raise aspirations and create significant opportunities for under-represented and disadvantaged groups and promote equal opportunities.
- Work to a professional code of ethics, and legal framework to deliver a high quality and consistent service.
- Work with parents and staff to make sure they are up to date with option choices and labour market trends.
- Give a boost to your destination figures and reduce your number of NEET students.

“An excellent course which is run in an extremely professional way. Great for people wanting to develop skills in careers guidance and gain a better understanding of how to empower others.”

How long is the course?

Our course enables you to gain the Level 6 qualification in 9 – 12 months. However, it can be completed over 18 months, depending on your individual circumstances.

What topics does it cover?

- Understanding the Career Development Sector and roles within it
- Ethical working and compliance with legislation
- Career guidance theory
- Guidance Interview skills
- Becoming a reflective practitioner
- Effective use of career and labour market information
- Building and maintaining networks to benefit your clients
- Using diagnostic tools with clients

- Assisting clients to apply for learning, training and work.
- Organising careers information to help clients

How is the course structured?

To gain the OCR qualification you need to complete 60 credits.

There are 7 mandatory units which are equivalent to 45 credits and we also select 4 optional units that are worth 15 credits.

If you have already completed the Careers Leader award you will only need to take the 7 mandatory units.

If you already have an NVQ 4 in Careers Guidance you might only need to take three units – 2, 6 and 8 – our external assessor will be able to tell you which units are required when he has checked your Level 4 certificate.

Level 6 Diploma Units

Mandatory units – 45 credits

1	Preparing to work in the Careers information, advice and guidance sector.
2	Reflect on and improve professional practice.
3	Career Guidance Theory
4	Agree the purpose of client centred career guidance interviews and maintain communication with clients.
5	Explore and agree the career guidance and development needs of clients
6	Using career and labour market information with clients.
7	Work with other agencies for the benefits of clients and the organisation

Optional Units – 15 credits must come from optional units. These are the ones our course delivers. You must complete all of these to get the full qualification.

8	Use diagnostic and assessment tools with clients
10	Understand how to support specific client groups to overcome barriers to learning training and work.
12	Assist clients to apply for learning, training and work
16	Obtain and organise career related information to support clients

How is the course delivered?

The course is delivered by a combination of taught group sessions, regular peer support sessions and through individual mentoring and support.

Online sessions

These interactive sessions covering theory and practical skill development are delivered in small groups, which enable you to benefit from networking with other career development professionals in your group.

“I have loved the delivery, meeting once a fortnight provides time to take in the information, whilst also making the classes feel regular.”

These sessions will be for 3 hours at a time and will be the same day and time every fortnight from June 2021 to July 2022.

The peer support sessions will run once a month during the course and will enable you to continue to practice your guidance skills. These sessions will also be on a Thursday and run for between 60 and 90 minutes.

Individual mentoring and feedback

We will provide 15 hours personal mentoring over the course. Your mentor will provide individual observation, constructive feedback and, when you are ready, assessment of your guidance practice.

Our Level 6 students are offered a range of opportunities to evidence their guidance skills, depending on their circumstances - from online, real-time, observed interviews or the assessor reviewing recorded sessions with clients.

We will enable you to develop your skills and confidence to be able to be able to provide guidance in a variety of ways, including to reflect our new flexible working environments.

At the end of the course, you will need to pass two formal assessed observations of your interview guidance skills.

How is the course assessed?

Practical Guidance skills assessment

To gain the practical guidance interview units you will need to pass two formal guidance observations. These will be while you are delivering face-to-face or online guidance. One interview will be observed by your mentor and one by an external assessor from our partners, Always Consult.

Online assessment

Many of the units require students to reflect on or analyse theories or approaches and submit written evidence. Students can also book a professional discussion with the external assessor or use a witness statement, when appropriate.

You will be given access to the online portal Quals Direct and will be able to upload your evidence to the portal and access useful course resources. Always Consult will assess your written work against the criteria and either feedback that you have met all requirements or give you constructive feedback, so you can develop your evidence further.

Practical elements of some units require assessment through an observation by your mentor or external assessor or could include a witness testimony, where appropriate.

"I would highly recommend this course as I have learnt so much about the theoretical and practical aspects of guidance."

What do you need to commit to?

Each trainee should commit to one day a week for training throughout the course. On this day they should have access to an appropriate audience so they can practice career guidance skills. The day a week will include time to attend the online taught masterclasses, some time to complete set course

tasks and time for peer supported learning. Some students will also need to do course work outside the day a week, usually in the first month or two of the course as we cover the more theoretical units. Some sessions with students will need to be recorded for assessed observations (with the permission of the students and in compliance with GDPR and school policies).

When does the next course start?

The next taught course will be online and will start on **Thursday 24th June 9: 15 – 12:15** with an optional later start date of September, if attendees come to **a full day catch up session on Sept 9th from 9.15am – 3.15pm.**

All taught, online sessions will take place on a Thursday. The teaching will be once a fortnight. During the other week you will be invited over the course to take part in peer support and interview practice to develop your skills. The taught sessions last 3 hours and the peer support sessions will last between 60 and 90 minutes. The dates are available in the schedule at the end of the brochure.

For the rest of the dates for the year you can see the course timetable see appendix 1.

We expect students to attend all session but in unforeseen circumstances, If you are not able to attend all of the sessions there will be a recording available and the resources will be sent to you.

How much does it cost?

Full level 6 Diploma [60 credits]	£3500
7 mandatory units for Careers Leader top up	£3150
NVQ 4 top up - Units 2,6 and 8 depending on what has been covered on the Level 4 and observation	Costs on request provided when the external assessor has seen your Level 4 certificate.

If you are self- funding please talk to us about paying by instalments.

Why do the course with the Careerpilot team based at the University of Bath?

Five reasons to choose our Level 6 course:

- 1. Delivered and assessed by experienced and current careers guidance practitioners**

The Level 6 delivery team:

Louise Croft

Passionate about providing high quality careers guidance, she is a Level 7 qualified careers guidance practitioner who has over 25 years of experience working in this field. She has worked with young people and adults in schools, colleges and in the community. She still keeps her guidance knowledge and skills up to date by working on behalf of the university to provide careers guidance to young people from a widening participation background in schools.

“I started the course hoping to gain a L6 qualification. What I gained was so much more than that. The personal sense of satisfaction that I could write great theory assignments and that I could really help my pupils with my improved careers knowledge made all the hard work worthwhile.”

Sue Lewis

A Level 6 qualified careers adviser and a qualified teacher with over 30 years' experience working with young people in schools, 17 of which was with those with additional needs. She is a creative and engaging trainer and is also responsible for managing the design and development of the Careerpilot website and tools.

Adrian Pitt

Our enthusiastic independent assessor from our training partner Always Consult. He is a Level 7 qualified, highly experienced careers practitioner who has, for the last twenty-five years, worked in the field of training and assessing accredited careers qualifications.

2. Gain the qualification within a year.

- If you have the opportunity to focus on working towards the qualification - it is possible to gain the Level 6 Diploma within 9 to 12 months. This obviously depends on the time you can commit towards developing your knowledge and skills.
- However, if you need to go at a slower pace you can gain the qualification up to 18 months after you start the course.

3. The way we deliver the course is different to a lot of other online courses - We offer a personal approach to your learning.

The online training sessions

- The way we deliver our course is designed to make you feel that you are supported throughout the course. Although we are online, our groups are small and our sessions interactive. We are a friendly bunch and want to get to know you and make sure you get to know the other careers guidance practitioners in the group.
- We meet every fortnight for a 3 hour morning session. This enables us to cover a variety of theoretical units and apply these to relevant guidance situations in a structured way. We provide the grounding you need to be able to get going with assignments and we help you develop your practical guidance interview skills too.
- These regular meet ups add a personal touch to our training that sets us apart and helps you ask questions and keep on top of the written work.
- We offer you the opportunity to meet up with other course members to share your knowledge, practice your guidance skills and offer each other support and feedback during the course. This will also be on a Thursday for between 60 and 90 minutes in the morning.

1:1 mentoring and support

- To gain the practical interview guidance skills- we give you individual mentoring and support – 15 hours just for you - during the course.
- We can join you online with a client or you can send us a recorded interview. We will work with you to develop your skills to be able to offer guidance over a range of media to suit our online world. We will encourage you to become a reflective practitioner so you can reflect on your own interviews and will provide you with written constructive feedback to help you progress.

- Once you are ready, we will ask you to arrange two interviews that will be assessed formally. One by a member of the Careerpilot Team and one by our training partner, Always Consult.

4. Access to Careerpilot tools

- As part of the course we introduce you to the free impartial Careerpilot website and how you can use the different interactive tools in your guidance role with students. If you are outside the SW and SE, free-to-access areas we will give you access to a specific Level 6 area so you can make full use of the Careerpilot site while you are on the course.

5. Ongoing Support and CPD after you qualify

- Once you are qualified you are able to take advantage of our free adviser CPD sessions. These can be an opportunity to meet up with other people from the course and to network. We have covered a range of topics this year; from advanced adviser skills, delivering online guidance, the impact of Covid on the labour market, how universities are adapting their provision, funding for HE, T Levels, etc.

More information

For more information on the course please contact

Louise Croft lac65@bath.ac.uk

Sue Lewis sl200@bath.ac.uk

Session	Date	Theme	Theory units	Practical units
1	24/06/2021	What does it mean to be a careers guidance professional?	Unit 1 preparing to work in the sector	Scene setting for interviews and recap on skills
2	08/07/2021	Learning to be a reflective practitioner	Unit 2 Reflective practice	Introduction to Egan Model - practice getting started unit 4
1/2	9/9/2021	Whole day: 9.15am – 3.15pm Catch up day for September starters	Unit 1 preparing to work in the sector & Unit 2 Reflective practice	
3	16/09/21	Introduction to career guidance theories	Unit 3 - Guidance theory	Exploration and contracting practice
4	30/09/21	Reflection on guidance theories, motivation and theory of change	Unit 3 - Motivation/ theory of change	Exploration and contracting practice
5	14/10/21	Practical Guidance skills: Interview process and adviser skills	4,5	Recap expectations, exploration and contracting
6	04/11/21	Practical Guidance skills: Identifying student's needs	4,5	Unit 5 - challenging/ probing
7	18/11/21	Identifying student's needs part 2: uni 8 introduction	Unit 8 diagnostic tools	Practice using tools during interview unit 8
8	2/12/21	LLMI - what is it and why it is important?	Unit 6 LLMI	Using LLMI
9	16/12/21	Practical Guidance skills exploring options part 1	Unit 5 and Unit 12 assist clients in learning, training and work	Unit 5 options
10	06/01/22	Practical Guidance skills: exploring options part 2	Unit 5 and unit 12 assist clients in learning, training and work	Using visual tools
11	20/01/22	Finding and using careers information with clients	Unit 16	Introduction to decision making tools and action plans
12	3/02/22	Overcoming barriers to progression	Unit 10 Understand how to support specific client groups to overcome barriers to learning training and work	Using decision making tools, action planning
13	24/02/21	Units 4,5 and 7	Unit 7: Work with other agencies for the benefit of clients and the organisation	Adviser skills questions, referrals to other agencies
14	10/03/21	Preparing or final interview assessment	Unit 4,5,6, 7,8,12	What the observer is looking for
31/03/2022 All theory work completed and submitted.				
Informal Interview Observation			02/12/21 – 31/01/22	
First Formal Interview Observation			01/03/22 - 30/05/22	
Final Formal Observation			01/03/22 - 30/07/22	

Careerpilot

One, award-winning, careers site for students, parents, teachers and advisers - designed by career practitioners.*

careerpilot.org.uk