

Unit Title: Career Planning
Unit Level: Level 2
Unit Credit Value: 3
GLH: 20
LASER Unit Code: WJF241
Ofqual Unit Code: 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 Guidance:
Portfolio of Evidence

Additional Information:
NA