



PRIORY APPRENTICESHIPS

Careers Development Professional Level 6 COURSE GUIDE

Overview

Careers Development Professionals play a crucial role in helping pupils navigate choices, transitions and progression. They provide high-quality, impartial guidance that improves destinations and supports whole-school priorities.

Our Level 6 programme develops confident practitioners with strong theory-to-practice skills, ethical and legal understanding, and the ability to deliver measurable impact across a careers programme aligned to national expectations.

About Priory Apprenticeships

Priory Apprenticeships is part of a Multi-Academy Trust, giving us a unique understanding of the challenges, expectations and daily realities of school life. Our programmes are designed specifically for the education sector, ensuring every apprentice develops skills directly relevant to their role. We work closely with schools to deliver training that reflects real-world practice, strengthens workforce capability and supports consistent, high-quality provision—helping staff make a meaningful difference to pupils, colleagues and the wider school community.

www.prioryapprenticeships.co.uk



About Complete Careers

The Level 6 Careers Development Professional apprenticeship is delivered with Complete Careers.

Complete Careers LLP is a specialist organisation with extensive experience in careers education, guidance and workforce development across schools and Multi-Academy Trusts. They bring valuable sector expertise through their national projects and partnerships, including work with the Career Development Institute and the Careers & Enterprise Company, and their stewardship of Career Mark, the licensed Quality in Careers Standard.

Our collaboration ensures the programme is informed by recognised best practice, high-quality resources and robust frameworks that strengthen careers provision across educational settings.

Why

BENEFITS FOR EMPLOYERS

- Builds in-house careers expertise aligned to school/MAT priorities and statutory expectations
- Improves the quality, consistency and impartiality of guidance and destinations support
- Embeds LMI-informed practice across curriculum, options and transition events
- Strengthens employer links and cross-organisation networks to widen pupil opportunities
- Supports the updated requirements of DfE's statutory guidance for careers
- A highly cost-effective route to training new and existing staff to Level 6

BENEFITS FOR LEARNERS

- Develops advanced interviewing, theory-to-practice and LMI skills tailored to schools
- Builds confidence in ethics, legislation, safeguarding and record-keeping
- Lead and evaluate projects that measurably improve provision
- Achieve a Level 6 apprenticeship with CDI-aligned professional recognition pathway
- Includes the OCR Level 6 Diploma in Career Guidance and Development.

How is the Programme Funded?

This programme is eligible for funding through the apprenticeship levy or Government Co-Investment. Employers may also be eligible for incentive payments from the Government for each learner on this course.

Course Value: £9000

Speak to us if you have any questions around programme funding.

Themes

- 1 Understanding Your Role, the Sector, Legislation & Ethics**
Explore the CDP role in schools/MATs, ethical frameworks, safeguarding and key legislation shaping impartial, high-quality guidance.
- 2 1:1 Interview Skills**
Develop structured careers interview techniques, active listening and goal-setting approaches that lead to clear, pupil-owned action plans.
- 3 Introduction to LMI: Reflective Practice & Theory**
Build confidence using labour market intelligence and strengthen reflective practice, connecting theory to day-to-day guidance.
- 4 Career Guidance Theory & Applying Theory to Practice**
Examine major career development theories and learn to apply them pragmatically in school settings to improve outcomes.
- 5 Pathways**
Understand academic, technical and vocational pathways (including apprenticeships), entry requirements and progression routes.
- 6 Using Career-Related Information with Clients**
Critically evaluate information sources and help pupils use them safely and effectively to make informed decisions.
- 7 Presenting Labour Market Intelligence Resources**
Design and deliver engaging LMI sessions for pupils, parents and staff; translate complex data into accessible insights.
- 8 Networking; Working Across and With Organisations**
Strengthen partnerships across schools, MAT central teams, local employers and external agencies to enhance provision.

OCR Diploma

The Level 6 Careers Development Professional Apprenticeships also include the OCR Level 6 Diploma in Career Guidance and Development, a nationally recognised qualification widely regarded as the industry standard for professional careers practitioners. Learners will complete 7 mandatory units plus one of three option units.

- 1 **Unit 01: Preparing to work in the career development sector**
- 2 **Unit 02: Reflecting on practice and continuous professional development**
- 3 **Unit 03: Career guidance theory career guidance and development theories and models**
- 4 **Unit 04: Agree the purpose of client-centred career interactions and maintain communication with clients**
- 5 **Unit 05: Explore and agree the career guidance and development needs of clients**
- 6 **Unit 06: Use career-related information with clients**
- 7 **Unit 07: Work with other organisations for the benefit of clients and own organisation**

Plus one of three optional pathways:

- **Lead and manage career development work in an organisation (Unit 17)**
- **Plan and design career – related learning programmes (Unit 19)**
- **Working with clients with multiple barriers to progression (Unit 10 and 12)**

Requirements

LEARNER

- Must be able to complete practical tasks and gather workplace evidence
- Should be committed to attending workshops and completing assessments
- Must have employer support to complete off-the-job training
- Must not already hold a level 6 or above Careers Development Professional qualification

EMPLOYER

- Must provide a suitable role that allows the apprentice to practice their learning
- Must allow active learning time (roughly 6 hours per week)
- Should assign a line manager or mentor to support learner progress
- Collaborates with Complete Careers on progress reviews and evidence quality

How Long is the Programme?

The Career Development Professional programme is completed over 21 months, plus a 15 week assessment period.

How Will You Be Assessed?

Learners will be assessed throughout their programme and will be required to complete an end of programme assessment. During the programme learners build a portfolio of evidence demonstrating their occupational competence.

The EPA includes:

- Professional Discussion (underpinned by a portfolio) – a structured 90-minute discussion with an independent assessor, evidencing mapped knowledge, skills and behaviours from real practice.
- Project – Written Assignment – a work-based career-related learning project written up as a ~4,000-word assignment.

Get Started

EMPLOYER

If you are an employer, you can nominate team members that you would like to complete this professional training. Scan the QR Code and complete the short form or get in touch via our contact information below.

LEARNER

If you would like to enrol onto this programme yourself, speak to your line manager and they will support you. You can also reach out to us directly. Please note that we will need to contact your line manager to confirm you have support to complete the programme.



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