

### Level 3 Certificate in Advice and Guidance Qualification Structure

			UAN	Level	GLH	Credit Value
<b>001</b>	<b>Establish communication with clients for advice and guidance</b>	<b>Mandatory</b>	J/602/5138	3	20	3
<b>002</b>	<b>Support clients to make use of the advice and guidance service</b>	<b>Mandatory</b>	L/602/5139	2	20	3
003	Develop interactions with advice and guidance clients	Optional	F/602/5140	3	25	4
004	Interact with clients using a range of media	Optional	J/602/5141	2	20	3
005	Assist advice and guidance clients to decide on a course of action	Optional	R/602/5143	4	20	3
006	Prepare clients through advice and guidance for the implementation of a course of action	Optional	A/602/5153	4	20	3
007	Assist clients through advice and guidance to review their achievement of a course of action	Optional	J/602/5172	4	20	3
011	Negotiate on behalf of advice and guidance clients	Optional	M/602/5182	5	35	5
012	Liaise with other Services	Optional	T/602/5183	3	20	3
013	Enable advice and guidance clients to access referral opportunities	Optional	F/602/5185	3	20	4
014	Manage personal case load	Optional	Y/602/5189	4	20	4
<b>015</b>	<b>Review own contribution to the service</b>	<b>Mandatory</b>	Y/602/5192	3	20	3
016	Evaluate and develop own contribution to the service	Optional	H/602/5194	4	20	3
018	Operate within networks	Optional	F/602/5199	4	20	3
021	Provide and maintain information materials for use in the service	Optional	T/602/5202	4	15	3
022	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation	Optional	A/602/5203	5	30	4
025	Promote Careers Education Guidance (CEG)	Optional	J/602/5205	3	20	3
027	Facilitate learning in groups	Optional	R/602/5207	4	20	3
<b>030</b>	<b>Understand importance of legislation and procedures</b>	<b>Mandatory</b>	<b>R/602/5210</b>	<b>3</b>	<b>24</b>	<b>3</b>
032	Ensure your own actions reduce risks to health and safety	Optional	Y/600/9011	2	30	3
033	Enable learning through demonstrations and instructions	Optional	M/600/9726	3	13	3

**ROC**

A total of 21 credits must be achieved.

Mandatory 9 credits @ level 3 and 3 credits @ level 2

PLUS a minimum of 9 credits from within the optional group of units.

Candidates must achieve a minimum of 21 credits. 12 credits from the mandatory group A.

The remaining minimum 9 credits from the optional units in Group B.