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**City &
Guilds**
Believe you can

EDUCATION & TRAINING

NVQ CERTIFICATE AND DIPLOMA IN ADVICE AND GUIDANCE

QUALIFICATION FACTSHEET

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QCF Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 3 NVQ Certificate in Advice and Guidance	21	Yes	132	600/1617/6	3569-03
Level 4 NVQ Diploma in Advice and Guidance	37	Yes	213	600/1632/2	3569-04

Qualification aim	Qualification levels and definition	Progression routes
<p>The Advice and Guidance qualifications have been designed to provide the necessary skills for those working or wishing to work in this industry.</p> <p>The qualifications provide the knowledge required to work with legislative and procedural frameworks, understanding and promoting careers education guidance within organisations and working with other services through negotiation, liaison and referral.</p>	<p>These qualifications provide the necessary skills for those working or wishing to work in the Advice and Guidance sector.</p> <p>The Level 3 Certificate is for those in a role which involves providing advice and guidance directly to clients, reporting to line management as well as associated services. They may also supervise and support other staff members.</p> <p>The Level 4 Diploma supports those in a role which involves providing specialist advice and guidance to clients, reporting to senior management, networking with associated services as well as, negotiating, training, evaluating and developing the service provision.</p>	<p>On completion learners achieving the Level 3 Certificate may progress to higher levels of qualification such as the Level 4 Diploma in Advice and Guidance and the Level 4 Diploma in Career Information and Advice.</p> <p>Those achieving the Level 4 Diploma may progress into specialist areas such as counselling and mediation, and also take the Level 4 Diploma in Career Information and Advice, or the Level 6 Diploma in Career Guidance and Development.</p>

Key features	Key benefits
<p>Structure</p> <p>The Level 3 Certificate consists of 4 mandatory and 3 optional units. The Level 4 Diploma consists of 5 mandatory and 3-7 optional units.</p>	<p>Our vast range of optional units allows you to tailor content to suit learners' individual needs, whilst meeting the occupational requirements of the industry.</p>
<p>Assessment</p> <p>City & Guilds have developed the assessment strategy in line with the requirements of QCF competency qualifications.</p>	<p>The majority of assessment for this competence-based qualification will take place in the workplace under real work conditions, using observations by a qualified assessor and/or testimony from an Expert Witness and work products.</p> <p>All the identified assessment criteria must be evidenced and a holistic approach to assessment is encouraged.</p>
<p>Support</p> <p>City & Guilds is committed to supporting centres to deliver these qualifications in a range of ways. This includes seminars, CPD events, network meetings, and the support of a specially trained local Business Manager.</p>	<p>City & Guilds' events and seminars provide opportunities to share best practice and for centre staff to receive up to date training to ensure they are fully supported and capable of delivering the Advice and Guidance qualifications. In addition, each centre will have a dedicated Quality Consultant who is able to offer expert advice and support. This is further supported by the City & Guilds website, where centres can gain an overview of the qualifications and access the qualifications' documents which contain detailed information and support.</p>

Reasons to choose City & Guilds

<p>Widest range and choice of qualifications</p>	<p>We provide the a wide range of qualifications for those starting or continuing their professional careers in Advice and Guidance.</p>
<p>Industry expertise</p>	<p>These qualifications were developed in association with the Learning and Skills Improvement Service (LSIS).</p>
<p>Recognised by employers</p>	<p>Our qualifications are trusted and valued both by experts and employers across the education sector which will help you to engage with employers and provide learners with the skills and training that will allow them to succeed in employment.</p>

For more information call +44 (0) 844 543 0000
email: centresupport@cityandguilds.com or visit www.cityandguilds.com