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Level 4 NVQ Diploma in Advice and Guidance (600/1632/2)

OVERVIEW

- What does this qualification cover?

This qualification covers the knowledge, skills and understanding needed to support clients with:

- the knowledge required to work with legislative and procedural frameworks
- advocacy, mediation, representation and formal proceedings
- working with other services through negotiation, liaison and referral
- reviewing own development
- understanding and promoting careers education guidance within organisations
- enabling clients learning through group work, demonstration and instruction.

This is a Framework qualification.

The following units are mandatory:

- Develop interactions with advice and guidance clients
- Manage personal case load
- Evaluate and develop own contribution to the service
- Operate within networks
- Understand importance of legislation and procedures

The following units are optional:

- Support clients to make use of the advice and guidance service
- Assist advice and guidance clients to decide on a course of action
- Prepare clients through advice and guidance for the implementation of a course of action
- Assist clients through advice and guidance to review their achievement of a course of action
- Advocate on behalf of advice and guidance clients
- Prepare to represent advice and guidance clients in formal proceedings
- Present cases for advice and guidance clients in formal proceedings
- Negotiate on behalf of advice and guidance clients
- Liaise with other services
- Enable advice and guidance clients to access referral opportunities
- Undertake research for the service and its clients
- Design information materials for use in the service



- Provide and maintain information materials for use in the service
- Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation
- Integrate Careers Education Guidance (CEG) within the curriculum
- Promote Careers Education Guidance (CEG)
- Negotiate and maintain service agreements
- Facilitate learning in groups
- Prepare and set up mediation
- Stage and manage the mediation process
- Enable learning through demonstrations and instructions
- Provide support for other practitioners

- Who could take this qualification? OR who is this qualification designed for?

They are for anyone aged over 18 providing advice and guidance in a professional or voluntary role. You could be working in careers guidance, for a trade union, in a school, in housing, human resources or in health and social care.

Learners must be a minimum of 18 years old.

There are no formal entry requirements for learners undertaking this qualification; however centres must ensure that learners have the potential and opportunity to gain evidence for the qualification in the work place.

Learners entering the advice and guidance workforce may be legally required to undergo criminal record checks prior to taking up employment/work placement.

WHAT COULD THIS QUALIFICATION LEAD TO?

- Will the qualification lead to employment, and if so, in which job role at which level?

This qualification can help you to progress in a wide range of advice and guidance roles, including:

- Business link adviser
- Citizens Advice Bureau staff member
- Advice provider within educational institutions
- Counselling provider
- Training and human resources personnel
- Receptionist
- Administrator

- Will the qualification support progression to further learning, if so, what to?

This qualification will provide progression to higher levels of qualification such as The Open University's Level 6 Diploma in Career Guidance and Development.

Please confirm what subjects/particular qualifications/apprenticeships learners can go onto study at a higher level.

- Level 6 Diploma in Career Guidance and Development
- MA in Career Guidance
- MA Careers
- MA Professional Studies (Guidance)

WHO SUPPORTS THIS QUALIFICATION?

The qualification is recognised by the Career Development Institute (CDI).
The CDI is the UK-wide professional organisation for everyone working in the fields of career education; career information, advice and guidance; career coaching and career management.