



15th May 2015

Dear City & Guilds,

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

As the professional body for the career development sector we recognise the 600/1632/2 City & Guilds Level 4 NVQ Diploma in Advice and Guidance qualification as being suitable for those people involved in providing generic advice and guidance to clients.

This qualification would be suitable for those people who work in a first contact role within the career development sector and who would then refer clients on to people who hold qualifications in career information, advice guidance and development such as the Framework Level 4 Diploma in Career Information and Advice or a Framework Level 6 Diploma in Career Guidance and Development or equivalent qualification. Learners are likely to have additional management or training responsibilities.

We feel this Level 4 qualification acknowledges the skills and understanding required to work in providing generic advice and guidance and would enable holders of the qualification to ascertain the client need for career information, advice or guidance and then refer the client on appropriately in consultation with external organisations.

People holding this qualification could, if they wish, progress on to the Framework qualifications mentioned above and this qualification is a useful stepping stone into the career development sector.

These qualifications provide the skills and knowledge needed to support an individual gain an understanding of advice and guidance roles and can help individuals to progress in a wide range of roles, with additional management responsibilities, including:

- Business link adviser
- Advice Team Leader
- Citizens Advice Bureau adviser
- Advice provider within educational institutions
- Counselling provider
- Training and human resources personnel

The CDI website, www.thecdi.net has an interactive version of the career development sector's progression pathway.

Yours sincerely,

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