



QUALIFICATION OUTLINE

QUALIFICATION TITLE: Certificate in Advice and Guidance

QUALIFICATION LEVEL: Level 3

Introduction

The qualification Certificate in Advice and Guidance (21 credits) is for anyone involved in offering advice and guidance to others, in a range of services and organisations. It is designed to be completed within 12 months

Who should take this qualification?

These qualifications are suitable for those working directly with clients in organisations providing advice and guidance services. These services may include careers guidance, government agencies such as Connexions, youth work and youth justice, schools, colleges, training providers, universities, prison services, trade unions, charitable and voluntary services, housing, IAG partnerships and human resource departments as well as health and social care environments. It's a wide reaching qualification and will suit people in many different sectors.

Qualification Content and Assessment Information

Study Location: Work based

How is the qualification delivered? The course material is delivered via blended learning; a mix of assessor visits and work uploaded onto an electronic portfolio. The Assessor will visit the workplace to facilitate observation of practice and professional discussion. Dependent on the payment method, the number of visits may vary.

Assessment and Exams: There are no exams for this qualification. The qualification is an on-going assessment of learners work plus Observation, Discussion, Expert Witness and Assignments. Learners are allocated an experienced assessor who will have competency in your particular field and will support and guide the learner and ensure that the range of evidence produced fulfils the following criteria;

Valid is relevant to the standards for which competence is claimed

Authentic is produced by the learner

Reliable indicates that the learner can consistently perform at this level

Current is sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim

Sufficient fully meets the requirements of the standards

Units: There are **4 mandatory units** which are;

- Establish communication with clients
- Support clients to make use of the advice and guidance service
- Review own contribution to the service
- Understand the importance of legislation and procedures

Optional Units: learners select from **15 optional units** that total 9 credits which are;

- Develop Interactions with advice and guidance clients
- 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
- Negotiate on behalf of advice and guidance clients
- Interact with clients using a range of media of advice and guidance clients
- Enable advice and guidance clients to access referral opportunities
- Manage personal caseload
- Evaluate and develop own contribution to the service
- Operate within networks
- Provide and maintain information materials for use in the service
- Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation
- Promote Careers Education Guidance (CEG)
- Facilitate learning in groups
- Liaise with other services

General Information

Payment Options: This qualification can be paid for in full or via our Flexi Payment Plan which spreads the cost over 4 consecutive equal payments. Learners can also finance this course utilising an Advanced Learner Loan. Please contact us for the most up to date funding information.

Start Date: This is a rolling programme. Start date is by arrangement.

Entry requirements: There are no formal entry requirements although a good standard of English and Maths is necessary and initial assessments are offered to learners without prior achievement. Learners would need to be working/volunteering for an average of two days per week in the setting to meet the assessment requirements

Where could this lead?

On completing the Level 3 Certificate in Advice and Guidance learners will be able to progress within employment or onto other qualifications such as;

- Level 4 Diploma in Advice and Guidance
- Qualifications in Learning, Development and Support Services
- Level 3 Diploma in Customer Service
- Level 3 Award or Certificate in Management
- Level 3 Children's Care, Learning and Development

