

NVQ in Advice and Guidance Level 3

This is a flexible work-based qualification that is nationally recognised. It is primarily concerned with practitioners who work directly with clients, disseminating information, advice and some level of guidance. Practitioners will be working with information within clear guidelines that will be interpreted by others.

Entry Requirements

- Must be working for at least 16 hours per week in a role providing advice and guidance.
- Must have a contract of employment.

Funding Eligibility

We could fund or part-fund the qualification if you:

- are over 19 years old and
- have lived in the UK for 3 years or more, come from an EU member country or are a British Citizen.

For more information call the course enquiries team on 0115 9599 544.

Units / Topics Covered

6 units must be completed:
3 mandatory units and 3 optional units.

Mandatory Units

- Establish communication with clients for advice and guidance
- Support clients to make use of the advice and guidance service
- Review own contribution to the service

Optional Units

Will be decided by you and your assessor to identify the most appropriate units for your role and setting.

Duration / Assessment

- 6–8 months
- One-to-one assessments in the workplace
- Produce a portfolio of evidence with assessor

Career Opportunities

- Careers Adviser
- Connexions Personal Adviser
- Debt Counsellor
- Legal Adviser/Court Clerk
- Pensions Adviser/Manager

Further Study

Candidates can progress to an NVQ in Advice & Guidance Level 4.

More Information

Call 0115 9599 544, email info@ctem.uk.com or visit www.CTEM.uk.com.

NVQ in Advice and Guidance Level 4

This is a flexible work-based qualification that is nationally recognised. It is aimed at fully developed and experienced practitioners who provide guidance and formal advocacy. It relevant to those employed within, for example, Career Guidance, the Connexions Service, children's information services, youth work and youth justice, housing and IAG partnerships.

Entry Requirements

- Must be working for at least 16 hours per week in a role providing advice and guidance.
- Must have a contract of employment.

Funding Eligibility

We could fund or part-fund the qualification if you:

- are over 19 years old and
- have lived in the UK for 3 years or more, come from an EU member country or are a British Citizen.

For more information call the course enquiries team on 0115 9599 544.

Units / Topics Covered

8 units must be completed:
4 mandatory units and 4 optional units.

Mandatory Units

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

Optional Units

Will be decided by you and your assessor to identify the most appropriate units for your role and setting.

Duration / Assessment

- 8–12 months
- One-to-one assessments in the workplace
- Produce a portfolio of evidence with assessor

Career Opportunities

- Senior Career Adviser
- Connexions Personal Adviser
- Debt Counsellor
- Legal Adviser/Court Clerk
- Pensions Adviser/Manager

More Information

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