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600/1617/6 City & Guilds Level 3 NVQ Certificate in Advice and Guidance

OVERVIEW

What does this qualification cover?

This primary purpose of this qualification is to develop your competence, knowledge and skills to work in all advice and guidance settings. It will allow you to provide advice and guidance directly to clients, reporting to a line management as well as associated services. You may also supervise and support other staff members once qualified.

This qualification covers communication and interactions to support clients in preparing and completing their chosen actions; the knowledge required to work with legislative and procedural frameworks; working with other services through negotiation, liaison and referral; understanding and promoting careers education guidance within organisations and enabling clients learning through group work, demonstration and instruction.

You must complete 4 mandatory units which will make up the majority of vocational learning required for employment in this sector, they are:

- 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
- Understand importance of legislation and procedures

You can then choose from a selection on 17 optional units to enhance the skills you have gained from the above mandatory units.

Who could take this qualification?

The qualification designed is for anyone aged over 16 providing advice and guidance in a professional or voluntary role. The learner 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 16 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 job roles will this qualification lead to?

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

What could this qualification lead to?

This qualification could also lead onto further learning, such as:

- Level 3 Award in supporting clients to overcome barriers to learning and work
- Level 4 Diploma in career information and advice
- Level 6 Diploma in career guidance and development
- MA in Career Guidance
- MA Careers
- MA Professional Studies (Guidance)

This qualification is not part of an apprenticeship and this is the only qualification offered at this level.

Who supports this qualification?

Claire Johnson, The Career Development Institute's.

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.

