

Advice & Guidance NVQ Level 3



This Advice & Guidance NVQ Level 3 programme is a qualification for candidates who provide advice and guidance to clients. It will be applicable for those offering advice and guidance through a range of services including government agencies, schools, colleges, universities, prison services, trade unions, voluntary services, charities and human resources departments.

Candidates are required to demonstrate achieved competencies in accordance with these national standards. The award is validated by EDEXCEL. It will be achieved by observation of current work practices. Candidates will be assisted to assemble a Portfolio of documentary evidence to support a claim that they perform their advice and guidance duties and responsibilities in a competent manner. Assessment is based on what they know and can do. Candidates will be asked to show that they are competent by providing evidence that they:

- Can perform identified tasks consistently to the required standard.
- Have appropriate knowledge and understanding of what they are doing.
- Can apply the skills in a range of different situations.

To achieve the whole qualification at Level 3, candidates must achieve six units in total including all three mandatory units and three optional units.

Mandatory units for the Edexcel Level 3 NVQ in Advice and Guidance: Candidates must achieve all of the units listed below:

AG1 Establish communication with clients for advice and guidance
AG2 Support clients to make use of the advice and guidance service
AG15 Review own contribution to the service

Optional units for the Edexcel Level 3 NVQ in Advice and Guidance: Candidates must achieve three of the units listed below:

AG3 Develop interactions with advice and guidance clients
AG4 Interact with clients using a range of media
AG5 Assist advice and guidance clients to decide on a course of action
AG6 Prepare clients through advice and guidance for the implementation of a course of action
AG7 Assist clients through advice and guidance to review their achievement of a course of action
AG11 Negotiate on behalf of advice and guidance clients
AG12 Liaise with other services
AG13 Enable advice and guidance AG13.1 Identify options for referral clients to access referral opportunities
AG21 Provide and maintain information materials for use in the service
AG27 Facilitate learning in groups evaluate the risks in your workplace
Health and Safety Unit A (EMP6) Ensure your own actions reduce risks to health and safety
W6 Ensure your actions contribute to a positive and safe working environment
L11 Enable learning through demonstrations and instruction

After each candidate has been inducted (received appropriate advice and guidance) and eligibility for funding established, a group of candidates will follow a planned support and guidance programme. In between each session candidates will have access to support and guidance from Assessors during their on-site visits. They will also be encouraged to Network with their colleagues and in addition to this candidates will be expected to allocate themselves approximately 3 hours per week at their place of employment, to work on their Portfolio of Evidence.

The programme includes:

- Induction Session for Candidates with all programme documentation and materials
- EDEXCEL Candidate Registration, assessment and internal verification
- On-site Assessment and unlimited candidate support via telephone and E-Mail

For further information about the delivery of this award please contact
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