

Advice & Guidance NVQ Level 4



This Advice & Guidance NVQ Level 4 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 4, candidates must achieve all eight units

AG14 Manage personal case load

AG16 Evaluate and develop own contribution to the service

AG18 Operate within networks

AG3 Develop interactions with advice and guidance clients

AG2 Support clients to make use of the advice and guidance service

AG20 Design information materials for use in the service

AG27 Facilitate learning in groups

AG5 Assist advice and guidance clients to decide on a course of action

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

Fees:

Price on Request

For further information about the delivery of this award please contact
Aurelia Training Ltd on 01926 511855
or email info@aureliatraining.com