

Information Advice & Guidance

Level 4



Who would benefit from this NVQ?

An NVQ in Advice and Guidance is for anyone working in an organisation offering guidance services - for example a careers service, youth justice service or IAG partnership.

The level 4 NVQ is ideal for experienced practitioner, possibly with management or training responsibilities. The course will allow you to confirm the skills you currently have as well as fill in any gaps of skills or knowledge.

What does the NVQ cover?

Learners are required to complete four mandatory units together with a choice of four of the optional units:

Mandatory units

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

Optional Units selection only

- Present cases in formal proceedings
- Negotiate on behalf of clients
- Liaise with other services
- Enable clients to access referral opportunities
- Provide support for other practitioners
- Undertake research
- Support clients to make use of the advice and guidance service
- Provide and maintain information materials
- Promote the position of Careers Education Guidance (CEG) within the organisation
- Identify the contribution of CEG to the achievement of the organisation's values, aims and objectives

Optional Units continued

- Integrate CEG within the curriculum
- Promote CEG within the community
- Negotiate and maintain service agreements
- Facilitate learning in groups
- Prepare and set-up mediation
- Stage the mediation process
- Manage the process of mediation

Course overview

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| Qualification: | NVQ |
| Credits: | N/A |
| Duration: | 6 months - 2 years |
| Learning: | Workplace |
| Assessment: | Assessor |

For more information contact Optimas Training on 01709 33 11 63 or visit www.optimas-training.co.uk

