

# Advice & Guidance NVQ L3

## Is this course for me?

This qualification is suitable for you, if you are a practitioner within an advice & guidance organisation and if you work directly with clients disseminating some level of guidance.

## What will I learn?

This qualification will help you to further develop your skills and competencies, by focusing on best practise and personal performance management within your role.

## How much does it cost?

Price: For more information on costs please call a member of the Sales Team.

Government funding is available in certain circumstances; please contact the Sales team on the contact details below, to find out if you're eligible.

## How do I achieve this qualification?

This qualification is a practical work based course, so you don't have to take exams and you don't have to attend college. To achieve this qualification, you must complete six units of study, three units are mandatory and three units are optional. You will be required to compile a portfolio of evidence, to demonstrate how you meet the course requirements. This evidence is generated from your day to day work.

The qualification is structured as follows;

### 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

- Develop interactions with advice and guidance clients
- Interact with clients using a range of media
- Assist advice and guidance clients to decide on a course of action
- Prepare clients through advice and guidance for the implementation of a course of action

- Assist clients through advice and guidance to review their achievement of a course of action
- Negotiate on behalf of advice and guidance clients
- Liaise with other services
- Enable advice and guidance clients to access referral opportunities
- Provide and maintain information materials for use in the service
- Facilitate learning in groups
- Ensure your own actions reduce risks to health and safety
- Ensure your actions contribute to a positive and safe working environment
- Enable learning through demonstrations and instruction

## How long will I study?

9 to 12 months

## What do I need to get onto the course?

- You must be working within a job role that relates to the qualification been taken
- UK or EU passport holder, or be able to demonstrate 3 years unbroken residency within the UK
- Score at least Entry level 3 or above on the Initial Assessment basic skills test

## How will I benefit from this qualification?

You will benefit in the following ways:

- You will develop a clearer understanding of your responsibility within your organisation
- You will have greater opportunities to develop new skills
- You will get recognition for your existing skills
- By completing this qualification, you will also develop better career progression opportunities

## How will my employer benefit from this qualification?

Your employer will benefit in the following ways;

- Improved staff motivation and performance
- Demonstrate commitment and provide evidence of the underlying principles and values of the advice and guidance professional
- The opportunity to ensure that staff CPD meet the national standards
- Improvements in the service being provided to service users
- Increased market presence through the implementation of best practise

## What other qualifications can this course lead to?

- Advice & Guidance NVQ Level 4
- Degree level qualification in a related subject area

## How do I enrol?

To enrol on this course, please call a member of the sales team on 0208 909 6011



training guide sheets 13.11.09 price update