

Level 3 NVQ Certificate in Advice & Guidance



OCR LEVEL 3 NVQ Certificate in ADVICE and GUIDANCE (2011)

The Qualification

This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 3. The credit required for this qualification is **21 credits**, to be obtained from **4 mandatory and 3 optional units**.

It enables candidates to develop the skills required to perform competently in a range of advice and guidance interventions with clients, establishing communication and supporting them to make use of the service. It also deals with professional practice, self development, legislation and procedures. Other topics are: using a range of media to deliver IAG, planning and reviewing a course of action, negotiating for clients and networking with other agencies. There are no formal entry requirements and competence is assessed by C&K Training staff, on a pass/fail basis, against the OCR learning outcomes. Internal verification is undertaken by OCR assessors.

Who will benefit?

It is suitable for candidates who are working in a designated advice and/or guidance organisation, whose work includes clear guidelines in the practice of advice and guidance, and who provide information that is often interpreted by others. It provides a first step to professional qualification in contexts such as community settings, charitable organisations and government funded schemes.

How is it delivered?

The programme can be delivered flexibly to meet the needs of individual candidates and organisations. Candidates attend up to 4 workshop sessions where specific areas of knowledge and skills are taught. Initial assessment establishes the learner's individual needs and where appropriate Recognition of Prior Learning (RPL) is applied. Regular progress reviews are conducted to agree targets and track progress.

Assessment and Accreditation

An individual assessor is allocated to each candidate to support her/him through the programme, offering tutorials, observations, work-based and portfolio assessments. We use a variety of assessment methods to meet learners' needs and circumstances, including interview observation, use of witness testimony, questioning of the candidate, product evidence, candidate written statements and professional discussion. Normally the level 3 qualification can be completed within 6 to 9 months.

Centre Support

At C & K Training we offer a team of experienced assessors and trainers, who are also occupationally competent in guidance work. They offer ongoing support face to face, by email or by telephone. Regular contact with employers is welcomed and quarterly feedback provided on employees' progress. The NVQ Centre works to rigorous quality systems and is committed to continuous improvement, through feedback and evaluation.

How to apply

Contact janet.o'melia@ckcareers.org.uk or ring 01484 226775 for an application form and further information, or visit www.ocr.org.uk/qualifications/type/qcf/ad_qui/ag_l3/

Our policy is to ensure equality of opportunity and equal access for all

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