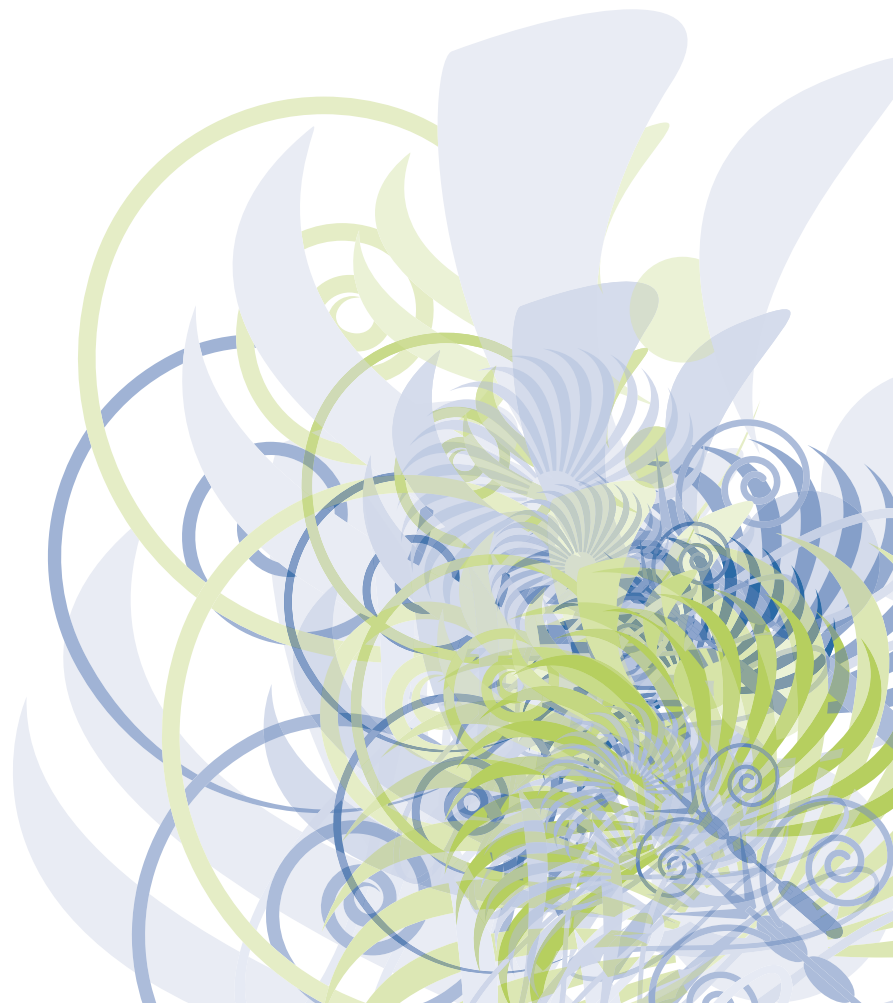


Level 4 NVQ Diploma in Advice & Guidance



OCR LEVEL 4 NVQ DIPLOMA in ADVICE and GUIDANCE (2011 standards)

The Qualification

This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 4. The credit required for this qualification is **37 credits**, to be obtained from **5 mandatory units totalling 17 credits** (of which 10 are at level 4) **plus optional units totalling 20 credits** (of which 9 must be at level 4).

It enables candidates to develop the knowledge and skills required to perform competently in a range of advice and guidance situations, to include developing interactions with clients, managing a case load and operating within networks. It also covers professional practice, the importance of self evaluation, legislation and procedures. Other topics are: planning for and reviewing a course of action, advocacy, negotiating for clients, liaising with other services, maintaining service agreements and undertaking research for the service and its clients.

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 deliver a full information, advice and guidance service, who have managerial or training responsibilities and create dynamic relationships with other organisations. The Diploma provides a professional qualification for those working with the public in a wide range of IAG settings.

How is it delivered?

The programme can be delivered flexibly to meet the needs of individual candidates and organisations. Candidates attend up to 7 workshop sessions where specialist skills and knowledge are taught. Initial assessment establishes the learner's individual needs and where appropriate Recognition of Prior Learning (RPL) is applied. Assessors conduct regular progress reviews 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 and work-based and portfolio assessments. A variety of assessment methods can cater for individual circumstances, to include observations, witness testimony, questioning of the candidate, written statements, product evidence and professional discussion. Candidates can normally complete the level 4 qualification within 9 to 12 months.

Centre Support

At C & K Training we offer the support of trained assessors, who are also experienced trainers and qualified guidance practitioners, through regular face to face, email and telephone contact. Regular contact with employers and line managers is welcomed and employer feedback provided. The NVQ Centre has high quality systems in place 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 ocr.org.uk/qualifications/ad_qui/ag_l4/.

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