

NVQ LEVEL 3 ADVICE & GUIDANCE

Awarding Body: OCR

Who will benefit?

This qualification is designed for practitioners in a front-line role which involves disseminating information, advice and guidance to a range of clients. It also provides a first step to professional qualification in contexts such as community organisations, the Connexions Service and IAG Network Enhanced Services.

The Qualification

This qualification enables candidates develop the skills required to perform competently in a range of interventions with clients, giving them appropriate help to access the service, identifying their requirements and providing information effectively.

To achieve the NVQ 3 candidates must complete 3 mandatory and 3 optional units, These cover basic interviewing and communication skills, reflection on practice, self evaluation and self development, referral and signposting skills and techniques for effective action planning and review.

The programme can be delivered flexibly to meet the needs of individual candidates and organisation. Usually candidates attend up to 6 teaching/workshop sessions, where the acquisition of appropriate skills and knowledge are facilitated.

Centre support and assessment

- One-to-one support from an experienced and knowledgeable assessor
- Work based assessments
- Tutorials on workshop days, after work-based assessments and aby telephone
- Questioning of candidate and witness
- Written assessments
- Portfolio assessment and support
- Regular accreditation of units through Direct Claims Status
- Telephone and email support from a dedicated team of assessors, Monday to Friday, with an out-of-hours answerphone service. .

Usually candidates complete the qualification within 9 months. There are no formal entry requirements, but candidates should demonstrate level 3 ability and be in a job role which provides the opportunity to demonstrate their skills, develop their knowledge and gather sufficient evidence.

How to apply

Contact rosemary.tatchell@ckcareers.org.uk or patricia.taylor@ckcareers.org.uk for an application form or ring 01484 226775 for more information. .

The next course starts on and takes place at the Huddersfield Connexions Centre.

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