

# NVQ LEVEL 4 ADVICE & GUIDANCE

Awarding Body: OCR

## **Who will benefit?**

This higher level qualification provides qualified status for experienced practitioners who deliver sustained advice and guidance interventions with adults. It also acts as a professional qualification in contexts such as the Connexions Service, IAG Network Enhanced Services and for graduates with the Qualification in Careers Guidance.

## **The Qualification**

This qualification enables candidates to develop the high level of skills required for competence in a range of guidance situations, including assessing need, exploring options, action planning and applying the theories and models of guidance to support this process.

To achieve the NVQ 4 candidates must complete 4 mandatory and 4 optional units. These cover advanced one-to-one interaction skills, client-centred approaches, structured interventions, decision-making, motivation and challenging techniques, caseloading, evaluating own practice, professional and ethical practice, networking and current operational issues in the world of IAG.

The programme can be delivered flexibly to meet the needs of individual candidates and organisation. Usually candidates attend up to 8 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
- A minimum of 3 work-based assessments
- Tutorials on workshop days, after work-based assessments and by telephone
- Questioning of candidate and witness
- Written assessments
- Portfolio assessment and support
- Accreditation through Direct Claims Status
- Telephone and email support from a dedicated team of assessors Monday to Friday 9am – 5pm, with an out-of-hours answerphone service

Usually candidates complete the qualification within 12 months.

There are no formal entry requirements but candidates should demonstrate level 4 ability and be in a job role which provides adequate opportunity to demonstrate their skills, develop their knowledge and gather sufficient evidence.

## **How to apply**

Contact [rosemary.tatchell@ckcareers.org.uk](mailto:rosemary.tatchell@ckcareers.org.uk) or [patricia.taylor@ckcareers.org.uk](mailto:patricia.taylor@ckcareers.org.uk) for an application form or ring 01484 226775 for more information.

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