

## About the Course

The NVQ Advice and Guidance Level 2 is designed to reflect the work of candidates who undertake Advice and Guidance activities at level 2 working directly with clients or wish to work in education, guidance and for community/voluntary sector organisation and individuals who wish to increase their employability.

### The NVQ Level 2 covers the following:

- A taught element facilitated through interactive workshops
- Workplace observation, assessments, project work and portfolio building
- Problem solving exercise.
- Case studies

## Mandatory Units

Unit AG1- Establish communication with clients for advice and guidance

Unit AG2: Support clients to make use of the advice and guidance service

Unit AG15: Review own contribution to the service

## Optional Unit

Unit AG 3: Develop interactions with advice and guidance clients.

Unit AG 4: Interact with clients using a range of media

Unit AG5: Assist advice and guidance clients to decide on a course of action

Unit AG6: Prepare client through advice and guidance to plan the implementation of a course of action.

Unit AG7: Assist clients through advice and guidance to review their achievements of a course of action

Unit AG11: Negotiate on behalf of advice and guidance clients.

Unit AG12: Liaise with other services.

Unit AG13: enable advice and guidance clients to access referral opportunities.

Unit AG 21: Provide information materials for use in the service.

Unit AG27: Facilitate learning in groups.

H&S A: Ensure your own actions reduce risks to health and Safety.

WRV6: Ensure your actions contribute to a positive and safe working environment.

Unit L11: enable learning through demonstrations and instruction

For further information, please contact Petra Prusova on 01708 726 660 /0207 529 1445 or e-mail [info@edencollege.co.uk](mailto:info@edencollege.co.uk) /[petra.prus@edencollege.co.uk](mailto:petra.prus@edencollege.co.uk)

Please complete this slip and return it to Eden College, 5 Stanton Gate, Mawney Road, Romford, Essex, RM7 7HL



Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Course Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel no: \_\_\_\_\_

E-mail: \_\_\_\_\_



## NVQ Level 2 in Advice and Guidance

## About the Course

The NVQ Advice and Guidance Level 3 is designed to reflect the work of candidates who undertake Advice and Guidance activities at level 3 working directly with clients or wish to work in education, guidance and for community/voluntary sector organisation and individuals who wish to increase their employability.

### The NVQ Level 3 covers the following:

- A taught element facilitated through interactive workshops
- Workplace observation, assessments, project work and portfolio building
- Problem solving exercise.
- Case studies

To achieve this qualification, candidates must achieve 6 units made up of 3 Core units and 3 optional units.

### Mandatory Units

Unit AG1- Establish communication with clients for advice and guidance

Unit AG2: Support clients to make use of the advice and guidance service

Unit AG15: Review own contribution to the service

### Optional Unit

Unit AG 3: Develop interactions with advice and guidance clients.

Unit AG 4: Interact with clients using a range of media

Unit AG5: Assist advice and guidance clients to decide on a course of action

Unit AG6: Prepare client through advice and guidance to plan the implementation of a course of action.

### Optional Unit

Unit AG7: Assist clients through advice and guidance to review their achievements of a course of action

Unit AG11: Negotiate on behalf of advice and guidance clients.

Unit AG12: Liaise with other services.

Unit AG13: enable advice and guidance clients to access referral opportunities.

Unit AG 21: Provide information materials for use in the service.

### Optional Unit

Unit AG27: Facilitate learning in groups.

H&S A: Ensure your own actions reduce risks to health and Safety.

WRV6: Ensure your actions contribute to a positive and safe working environment.

Unit L11: Enable learning through demonstrations and instruction

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## NVQ Level 3 in Advice and Guidance

## About the Course

The NVQ Advice and Guidance Level 4 is designed to reflect the work of candidates who undertake Advice and Guidance activities at level 4 working directly with clients or wish to work in education, guidance and for community / voluntary sector organisation and individuals who wish to increase their employability. Level 4 is the professional level qualification leading to full Careers Adviser status.

### The NVQ Level 4 covers the following:

- A taught element facilitated through interactive workshops
- Workplace observation, assessments, project work and portfolio building
- Problem solving exercise.
- Case studies

To achieve this qualification, candidates must achieve 8 units made up of 4 core units and 4 optional units.

### Mandatory Unit

Unit AG3 - Develop interactions with advice and guidance client.

Unit AG14-Manage personal case load

Unit AG16-Evaluate and develop own contribution to the service.

Unit AG18- Operate within networks.

### Optional Units

Unit AG2: Support clients to make use of the advice and guidance service.

Unit AG5: Assist advice and guidance clients to decide on a course of action.

Unit AG6: Prepare client through advice and guidance to plan the implementation of a course of action.

Unit AG 7: Assist clients through advice and guidance to review their achievements of a course of action

Unit AG8: Advocate on behalf of advice and guidance clients

Unit AG9: Prepare to represent advice and guidance clients in formal proceedings.

Unit AG10: Present cases for advice and guidance in formal proceedings

Unit AG11: Negotiate on behalf of advice and guidance clients

Unit AG12: Liaise with other services.

Unit AG13: Enable advice and guidance clients to access referral opportunities.

Unit AG17: Provide support for other practitioners.

Unit AG19: Undertake research for the service and its clients.

Unit AG20: Design information materials for use in the service.

Unit AG 21: Provide information materials for use in the service.

Unit AG22: Promote the position of Careers Education Guidance (CEG) within the organisation.

Unit AG23: Identify the contribution of Careers Education Guidance (CEG) to the achievement of the organisation's values, aims and objectives.

Unit AG24: Integrate Careers Education Guidance(CEG) within the curriculum.

Unit AG25: Promote Careers Education Guidance (CEG) within the community

Unit AG26: Negotiate and maintain service agreements

Unit AG27: Facilitate learning in groups

Unit AG28: Prepare and set up mediation.

Unit AG29: Stage the mediation process.

Unit AG30: Manage the process of mediation.

WRV5: Promote a safe and positive working environment

Unit L11: Enable learning through demonstrations and instruction.

**Progression Route and Benefits:**

- Membership of the Institute of Careers Guidance.
- Employment opportunities in career service companies, education and employment service, youth service, health sector and other public and private organisations, as well as Connexions and with The Every Child Matters Agency.

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# NVQ Level 4 in Advice and Guidance