

NVQ Advice and Guidance Level 4

This NVQ aims to provide recognition and accreditation for advice and guidance practitioners working in a wide range of contexts, in roles featuring a significant degree of autonomy and independence and which are likely to involve the management of staff and resources

This NVQ will provide progression to higher levels of qualification. Candidates can also undertake an NVQ in a relevant area after completion such as NVQ Management level 4.

The qualification consists of 4 mandatory units:

- Unit 01 Develop interactions with advice and guidance clients (AG3)
- Unit 02 Manage personal case load (AG14)
- Unit 03 Evaluate and develop own contribution to the service (AG16)
- Unit 04 Operate within networks (AG18)

and 25 optional units:

- Unit 05 Support clients to make use of the advice and guidance service (AG2)
- Unit 06 Assist advice and guidance clients to decide on a course of action (AG5)
- Unit 07 Prepare clients through advice and guidance for the implementation of a course of action (AG6)
- Unit 08 Assist clients through advice and guidance to review their achievement of a course of action (AG7)
- Unit 09 Advocate on behalf of advice and guidance clients (AG8)
- Unit 10 Prepare to represent advice and guidance clients in formal proceedings (AG9)
- Unit 11 Present cases for advice and guidance clients in formal proceedings (AG10)
- Unit 12 Negotiate on behalf of advice and guidance clients (AG11)
- Unit 13 Liaise with other services (AG12)
- Unit 14 Enable advice and guidance clients to access referral opportunities (AG13)
- Unit 15 Provide support for other practitioners (AG17)
- Unit 16 Undertake research for the service and its clients (AG19)

- Unit 17 Design information materials for use in the service (AG20)
- Unit 18 Provide and maintain information materials for use in the service (AG21)
- Unit 19 Promote the position of Careers Education Guidance (CEG) within the organisation (AG22)
- Unit 20 Identify the contribution of Careers Education Guidance (CEG) to the achievement of the organisation's values, aims and objectives (AG23)
- Unit 21 Integrate Careers Education Guidance (CEG) within the curriculum (AG24)
- Unit 22 Promote Careers Education Guidance (CEG) within the community (AG25)
- Unit 23 Negotiate and maintain service agreements (AG26)
- Unit 24 Facilitate learning in groups (AG27)
- Unit 25 Prepare and set up Mediation (AG28)
- Unit 26 Stage the Mediation process (AG29)
- Unit 27 Manage the process of Mediation (AG30)
- Unit 28 Promote a safe and positive working environment (W5)
- Unit 29 Enable learning through demonstrations and instruction (L11)

To achieve the qualification, candidates must successfully complete the 4 mandatory units and any 4 optional units.

Assessments will take place in the workplace and will include the following methods: Observation, professional discussion, questioning, and projects and assignments.