

<b>Qualification title:</b>	OCR Level 4 NVQ Diploma in Advice and Guidance (QCF)		
<b>Qualification number:</b>	501/1901/1	<b>Credit value:</b>	37
<b>An overview of this qualification</b>	<p>The OCR Level 4 NVQ Diploma in Advice and Guidance is designed to support those working in organisations which provide Advice and Guidance to clients. It confirms occupational competence in the sector.</p> <p>There are five mandatory units:</p> <ul style="list-style-type: none"> <li>• Develop interactions with advice and guidance clients</li> <li>• Manage personal case load</li> <li>• Evaluate and develop own contribution to the service</li> <li>• Operate within networks</li> <li>• Understand importance of legislation and procedures</li> </ul> <p>Further optional units are available as follows:</p> <ul style="list-style-type: none"> <li>• Support clients to make use of the advice and guidance service</li> <li>• Assist advice and guidance clients to decide on a course of action</li> <li>• Prepare clients through advice and guidance for the implementation of a course of action</li> <li>• Assist clients through advice and guidance to review their achievement of a course of action</li> <li>• Advocate on behalf of advice and guidance clients</li> <li>• Prepare to represent advice and guidance clients in formal proceedings</li> <li>• Present cases for advice and guidance clients in formal proceedings</li> <li>• Negotiate on behalf of advice and guidance clients</li> <li>• Liaise with other services</li> <li>• Enable advice and guidance clients</li> <li>• Provide support for other practitioners</li> <li>• Undertake research for the service and its clients</li> <li>• Design information materials for use in the service</li> <li>• Provide and maintain information materials for use in the service</li> <li>• Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation</li> <li>• Integrate Careers Education Guidance (CEG) within the curriculum</li> <li>• Promote Careers Education Guidance (CEG)</li> <li>• Negotiate and maintain service agreements</li> <li>• Facilitate learning in groups</li> <li>• Prepare and set up mediation</li> <li>• Stage and manage the mediation process</li> <li>• Enable learning through demonstrations and instructions</li> </ul> <p>All the content of the qualification, mandatory and optional relates directly to the skills, knowledge and understanding needed to work in advice and guidance roles in a variety of sectors. The qualification is written in line with the National Occupational Standards.</p>		

	<ul style="list-style-type: none"> <li>• Minimum amount of vocational learning = 37 credits</li> <li>• Maximum amount of vocational learning = 37 credits</li> </ul>
<b>Entry requirements</b>	No previous experience or qualifications in Advice and Guidance are required although you may have previously taken the OCR Level 3 NVQ Certificate in Advice and Guidance.
<b>Age restrictions</b>	You must be 16 or above to take this qualification
<b>Is this qualification right for me?</b>	<p>It is suitable for you if:</p> <ul style="list-style-type: none"> <li>• You are an experienced practitioners working directly with clients, disseminating information, advice, guidance and formal advocacy at Level 4.</li> <li>• Your work involves providing specialist advice and guidance to clients, reporting to senior management and networking with associated services and managing, negotiating, training, evaluating and developing the service provision.</li> <li>• You are working in designated advice and/or guidance organisations e.g. <ul style="list-style-type: none"> <li>○ youth work and youth justice</li> <li>○ schools, colleges, universities or training providers</li> <li>○ prison services</li> <li>○ trade unions</li> <li>○ charitable and voluntary services</li> <li>○ housing</li> <li>○ IAG partnerships</li> <li>○ human resource departments</li> <li>○ health and social care environments.</li> </ul> </li> </ul>
<b>How could I progress from this qualification?</b>	<p>The primary purpose of this qualification is to confirm that you are competent in a specific job role. This qualification will enable you to undertake a learning programme to confirm that you are competent in a role where you have responsibility for developing interactions with advice and guidance clients, managing a personal case load and operating within advice and guidance networks. It targets the key skills, knowledge and competence that employers would expect of someone working at this level as an advisor.</p> <p>You could choose to progress other Level 4 qualifications in other areas such as Customer Service, Management, Learning and Development or Careers Guidance.</p> <p>You may progress to job roles such as:</p> <ul style="list-style-type: none"> <li>• Advice Providers within educational institutions</li> <li>• Training and human resource personnel</li> <li>• Counselling providers</li> <li>• Front line staff in Government Organisations</li> <li>• Front line staff in health care settings.</li> </ul>

<b>Support</b>	<p>This qualification was developed in conjunction with the LLUK who were the sector skills council for Lifelong Learning in the UK and is supported by the following trade body:</p> <p>Careers Development Institute</p>
<b>Further information</b>	<p>To find out more about the OCR Level 4 NVQ Diploma in Advice and Guidance) (QCF) please refer to the Centre Handbook available on the OCR website: <a href="http://www.ocr.org.uk/Images/82416-centre-handbook.pdf">http://www.ocr.org.uk/Images/82416-centre-handbook.pdf</a></p> <p>If you have any other queries please contact: <a href="mailto:vocational.qualifications@ocr.org.uk">vocational.qualifications@ocr.org.uk</a></p>
<b>About us</b>	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>