



Focus Awards Level 3 NVQ Certificate in Advice and Guidance (RQF)

Overview

The Level 3 NVQ Certificate in Advice and Guidance (RQF) is a UK OFQUAL accredited 100% online, competency-based qualification for practitioners who work directly with clients, disseminating information, advice and guidance (IAG). The purpose of this qualification is to help learners develop the knowledge, understanding and skills necessary to thrive in an advisory capacity improving the workplace quality, directly interacting and communicating with customers, colleagues and stakeholders supporting them within the legislative and procedural frameworks. This IAG course will also help you if you are already working as, or wish to become career advisors/ career counsellors. These specialist skills are sought after in a growing number of industries and are commonly required for college tutors and other support roles. If you wish to further your career prospects, holding this Level 3 qualification will have significant advantages for your career advancement.

Intended Audience

This Level 3 Certificate in Advice and Guidance is suitable for those providing advice and guidance in a professional or voluntary role. Some may have managerial or training responsibilities. Potential learners may be from sectors such as careers guidance, any trade union, school/any educational institution, housing, human resources, health and social care, etc.

Potential learners come from different industries/fields who currently work within any type of advice and guidance setting, providing factual, current and impartial information to clients and presenting ideas in an accessible form for them to consider, thus defining and providing routes which could assist clients in reaching their requirements. Since our learners come from different advice and guidance sectors, we have offered the course in a way that could suit all of them.

Duration and Delivery

This Level 3 qualification in Advice and Guidance is designed to be completed online at the pace that suits you the best. This Level 3 course can be completed in as little as 5 weeks or up to 9 months for you to become a qualified practitioner/ adviser/ counsellor/ coach. You have a great opportunity of fast-track completion earlier at the pace and time of your choice. The OFQUAL Regulated Advice and Guidance Level 3 course is delivered through our Virtual Learning Environment (VLE). Our online tutor support is there to facilitate you to achieve your success rate accordingly.

Assessment and Verification

All units within this OFQUAL Regulated Level 3 qualification are internally assessed by our qualified assessors and externally verified by the awarding organisation. The assessment takes the form of written assignments, detailed guidance for which will be provided by the tutor, and witness testimony signed by your supervisor (expert witness) at your workplace. These assignments help learners build a portfolio of evidence that is automatically mapped to the aims of the course. You will receive tutor support once you are enrolled on our online portal to assist you in reaching your goals.

Practical Requirements

This course is assessed through a series of tutor marked assignments in addition to practical work, which is assessed in the workplace. A work placement is required to complete the practical tasks successfully, which can be spread over the course duration. The placement will need to occur in a work setting, allowing you to demonstrate your skills and progression to gather evidence in the provision of advice and guidance, which must be supervised by a qualified supervisor/ advisor/ counsellor willing to attest to a range of activities undertaken by you and to oversee your practical evidence gathering.

Progression

This is a thorough qualification of Level 3 NVQ Certificate in Advice and Guidance, which helps learners enhance their career profile. Successful completion of this 100% accredited online course enables learners to proceed to the following qualification:

- [Focus Awards Level 4 NVQ Diploma in Advice and Guidance \(RQF\)](#)
- [Focus Awards Level 3 Award in Education and Training \(RQF\)](#)

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144	Guided Learning Hours
210	Total Quality Time
7	Units
21	Credits

Duration

Fast Track	5 Weeks
Full Time	Up to 9 Months

Entry Requirements

Learners should be proficient in literacy and numeracy skills to help with the elements of communication. The learners should be 18 years or above to get themselves enrolled in this course.

Unit Structure

- Unit 1:** Establish communication with clients for advice and guidance
- Unit 2:** Support clients to make use of the advice and guidance service
- Unit 3:** Review own contribution to the service
- Unit 4:** Understand the importance of legislation and procedures
- Unit 5:** Develop interactions with advice and guidance clients
- Unit 6:** Evaluate and develop own contribution to the service
- Unit 7:** Operate within networks