

Overview

Level 4 NVQ Diploma in Advice and Guidance (RQF) is a UK OFQUAL accredited 100% online qualification for career development professionals. This Advice and Guidance qualification has been designed to reflect the work of experienced practitioners who work directly with clients, disseminating information, advice, guidance and formal advocacy at Level 4. Learners might also have some managerial or training responsibilities. They could also be creators of information, advice and guidance, either disseminating information themselves as practitioners or through their organisation in the form of publications. Learners at this level are expected to have a more dynamic relationship with other organisations. It supports the recognised need that individuals and employers must be responsible for gaining the skills needed to meet ever-changing objectives, which will lead to improvements in efficiency and effectiveness throughout the organisation and with clients.

Duration and Delivery

This Level 4 Advice and Guidance is an online, self-paced qualification. This qualification can take as little as 8 weeks or up to 12 months for you to become a qualified Advice and Guidance professional. You have a great opportunity of fast-track completion within 3 to 4 months. The OFQUAL Level 4 NVQ Diploma in Advice and Guidance (RQF) qualification is delivered through our Virtual Learning Environment. Our 24/7 online tutor support is there to facilitate you to achieve your success rate accordingly.

Assessment & Verification

All units within this OFQUAL Regulated Level 4 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 24/7 tutor support once you are enrolled on our online portal to assist you in reaching your goals.

Progression

Learners, on successful completion of NVQ Diploma in Advice and Guidance (RQF), may progress into specialist areas such as careers guidance, community development, counselling, financial advice or teaching, or may undertake the following qualifications:

- Level 3 Award in Education and Training
- Level 4 Certificate in Education and Training

37	Course Credits
370	Total Quality Time
239	Guided Learning Hours

Duration

Fast Track	8 Weeks
Full Time	12 Months

Unit Structure

- Develop interactions with advice and guidance clients
- Manage personal case load
- Evaluate and develop own contribution to the service
- Operate within networks
- Understand the importance of legislation and procedures
- Support clients to make use of the advice and guidance service
- Assist advice and guidance clients to decide on a course of action
- Prepare clients through advice and guidance for the implementation of a course of action
- Assist clients through advice and guidance to review their achievement of a course of action
- Undertake research for the service and its clients
- Facilitate learning in groups