

Advice and Guidance NVQ Level 3

| | |
|-------------------------------|--|
| Description | The level 3 NVQ in Advice and Guidance is a qualification for those working in any setting that involves advice and guidance, such as advice services or training centres. It is suitable for those working in a supervisory position or with a degree of autonomy. |
| Qualification Overview | The qualification covers topics such as client support and assistance and facilitating learning. It encourages candidates to review their own contribution to the service. |
| Timescale | 3 to 6 months, depending on the individual candidates circumstances. |
| Content | <p>Core units</p> <ul style="list-style-type: none">• Establish communication with clients for advice and guidance• Support clients to make use of the advice and guidance service• Review own contribution to the service <p>Optional units</p> <ul style="list-style-type: none">• Develop interactions with advice and guidance clients• Interact with clients using a range of media• 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• Negotiate on behalf of advice and guidance clients• Liaise with other services• Enable advice and guidance clients to access referral opportunities• Provide and maintain information materials for use in the service• Facilitate learning in groups• Ensure your own actions reduce risks to health and safety• Ensure your own actions contribute to a positive and safe work environment• Enable learning through demonstrations and instruction |
| Awarding body | The awarding body for this qualification is Edexcel |
| Assessment | The candidate is required to complete the 3 core units and 3 optional units. Candidates will be assessed in their work setting through a variety of means including observation and samples of work. |
| Contact us | For more information please contact Mapalim on info@mapalim.com or by telephone on 020 7284 3215. 181-187 Queen's Crescent, London NW5 4DS www.mapalim.com |

A fresh approach to individuality