



FOCUS AWARDS 

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

601/7666/0

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

# Qualification Summary

## Key Information

Level	Sector	Qualification Type
3	Direct Learning Support	Occupational Qualification
Total Qualification Time	Credit Value	Guided Learning Hours
210	21	149
Status	Methods of Assessment	Minimum Age
Available to Learners	Portfolio of Evidence	18



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

QRN: 601/7666/0

GLH: 149

TQT: 210

Credit: 21

### Qualification Purpose:

The Focus Awards Level 3 NVQ Certificate in Advice and Guidance (RQF) is aimed at those learners working in an environment that provides advice and guidance to clients. The qualification confirms occupational competence in this sector.

The purpose of the Focus Awards Level 3 NVQ Certificate in Advice and Guidance (RQF) is to develop the skills learners require when interacting and communicating with clients and supporting them within the legislative and procedural frameworks.

### Age Ranges

Learners should be a minimum of 18 years old to undertake this qualification.

### Geographical Coverage

This qualification is available in England and Northern Ireland.

### Learner Entry Requirements

Learners should be competent in literacy and numeracy to help with elements of communication. This is at the discretion of the centre as they may decide to use diagnostic testing methods to ascertain how they can support learners.

### Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>



## Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

## Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Focus Awards Level 4 NVQ Diploma in Advice and Guidance (RQF)

## Supporting Material and Useful Websites

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>



## Qualification Structure

Learners must achieve 12 credits from the mandatory units with the remaining minimum of 9 credits from the optional units totalling 21 credits.

### Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Establish communication with clients for advice and guidance	J/602/5138	3	3	20
Support clients to make use of the advice and guidance service	L/602/5139	2	3	20
Review own contribution to the service	Y/602/5192	3	3	20
Understand the importance of legislation and procedures	R/602/5210	3	3	24

### Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Develop interactions with advice and guidance clients	F/602/5140	3	4	25
Interact with clients using a range of media	J/602/5141	2	3	20
Assist advice and guidance clients to decide on a course of action	R/602/5143	4	3	20
Prepare clients through advice and guidance for the implementation of a course of action	A/602/5153	4	3	20
Assist clients through advice and guidance to review their achievement of a course of action	J/602/5172	4	3	20
Negotiate on behalf of advice and guidance clients	M/602/5182	5	5	35
Manage personal case load	Y/602/5189	4	4	20
Evaluate and develop own contribution to the service	H/602/5194	4	3	20
Operate within networks	F/602/5199	4	3	20
Provide and maintain information materials for use in the service	T/602/5202	4	3	15
Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation	A/602/5203	5	4	30
Promote Careers Education Guidance (CEG)	J/602/5205	3	3	20
Facilitate learning in groups	R/602/5207	4	3	20
Liaise with other services	T/602/5183	3	3	20
Enable advice and guidance clients to access referral opportunities	F/602/5185	3	3	20
Ensure your own actions reduce risks to health and safety	Y/600/9011	2	4	30
Enable learning through demonstrations and instructions	M/600/9726	3	3	13

# Staff Requirements

## Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

## Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

## Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission.

Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

