



Level 4 NVQ Diploma in  
**Advice and Guidance (RQF)**

601/7667/2

## Key Information

Level: 4

Sector: Direct Learning Support

Qualification type: Occupational Qualification

Total Qualification time: 370

Credit Value: 37

Guided Learning Hours: 239

Status: Available to Learners

Methods of Assessment: Portfolio of Evidence

Minimum age: 16

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

QRN: 601/7667/2

GLH: 239

TQT: 370

Credit: 37

## Qualification Purpose:

The Focus Awards Level 4 NVQ Diploma in Advice and Guidance (RQF) is aimed at experienced practitioners who work directly with clients. The qualification looks at developing the practical skills of learners working in all advice and guidance settings.

Learners will acquire and consolidate their knowledge and skills in communication and interactions to support clients in preparing and completing their chosen actions; the knowledge required to work with procedural and legislative frameworks; mediation, advocacy, representation and formal proceedings; working with other services through liaison, negotiation and referral ; reviewing own development; understanding and promoting careers education guidance within organisations and enabling clients learning through group work. This qualification recognises the skills and competences of candidates in the workplace.

## Age Ranges:

Entry is at the discretion of the centre. However, learners should be aged 16 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 attaining a Focus Awards Level 4 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:

- Diploma in Careers Guidance
- PTLLS
- CTLLS

## Supporting Material and Useful Websites:

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

## Qualification Structure:

Learners must achieve a minimum of 17 credits from the following mandatory units and the remaining 20 credits must be taken from the optional units totalling 37 credits. A minimum of 19 credits must come from Level 4 units.

## Mandatory Units:

Unit Title	Unit reference	Level	Credit	Guided Learning Hours
Develop interactions with advice and guidance clients	F/602/5140	3	4	25
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
Understand the importance of legislation and procedures	R/602/5210	3	3	24

## Optional Units:

Unit Title	Unit reference	Level	Credit	Guided Learning Hours
Support clients to make use of the advice and guidance service	L/602/5139	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
Advocate on behalf of advice and guidance clients	R/602/5174	5	6	35
Prepare to represent advice and guidance clients in formal proceedings	H/602/5177	5	6	35
Present cases for advice and guidance clients in formal proceedings	M/602/5179	5	6	35
Negotiate on behalf of advice and guidance clients	M/602/5182	5	5	35
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
Undertake research for the service and its clients	K/602/5200	4	5	40
Design information materials for use in the service	M/602/5201	4	4	25
Provide and maintain information materials for use in the service	T/602/5202	4	3	15
Identify and promote the contribution of Careers Education	A/602/5203	5	4	30

Direct Learning support

Guidance (CEG) within the organisation				
Integrate Careers Education Guidance (CEG) within the curriculum	F/602/5204	4	4	30
Promote Careers Education Guidance (CEG)	J/602/5205	3	3	20
Negotiate and maintain service agreements	L/602/5206	4	3	20
Facilitate learning in groups	R/602/5207	4	3	20
Prepare and set up mediation	Y/602/5208	4	4	20
Stage and manage the mediation process	D/602/5209	5	8	30
Enable learning through demonstrations and instructions	M/600/9726	3	3	13
Provide support for other practitioners	A/602/5198	4	5	25

# 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 an 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.

## Handy vocabulary of terms used in this specification

This table explains how the terms used in Focus Awards' Qualification Specification content are applied. Not all terms are necessarily used in this qualification.

Apply	Explain how existing knowledge can be used in new or different situations.
Analyse	Break the subject down into individual parts. Examine each, show how they fit together, whether they support each other and why they're important. Reference to current research or theory may add weight to your analysis.
Clarify	Clearly and concisely explain the information presented.
Classify	Organise in alignment with specified criteria.
Collate	Gather and organise information in a logical order (e.g., alphabetically, numerically, chronologically etc.).
Compare	Examine the subjects in detail to identify differences and similarities.
Critically compare	Similar to 'compare' above, but consider any positive aspects and/or limitations/restrictions arising from identified differences and similarities.
Consider	Think critically about a presented situation, problem, action or decision, and explain it. Also see 'explain' below.
Demonstrate	Describe or explain knowledge or understanding by providing examples or illustrations.
Describe	Write about the subject, presenting detailed information logically.
Develop...	Expand a plan or idea by adding more detail and/or depth of information.
Diagnose	Collate and consider appropriate evidence to identify the cause or origin of a situation or problem.
Differentiate	Identify the differences between 2 or more arguments, situations or subjects.
Discuss	Create a detailed account from a range of viewpoints, opinions or perspectives.
Distinguish	Explain the difference between 2 or more items, resources, pieces of information.
Draw conclusions...	Derive a reason or logic based decision or judgement.

Estimate	Use existing knowledge, experience and other relevant information to arrive at an approximate or 'best guess' opinion or judgement.
Evaluate	Examine strengths and weaknesses, consider arguments for and against, and/or similarities and differences. Assess any presented evidence from different perspectives and arrive at a valid conclusion or reasoned judgement. Reference to current research or theory may support the evaluation.
Explain	Present detailed information about the subject with reasons showing how or why it's included. Include examples to support these reasons where possible.
Extrapolate	Use existing knowledge and data to predict possible outcomes or results that might be outside the expected 'norm'.
Identify	Recognise and name the main points accurately. Additional description or explanation may be needed to aid clarity and attribute credibility.
Implement	Explain how to put an idea or plan into action.
Interpret	Explain the meaning of something.
Judge	Form an opinion or make a decision.
Justify	Provide a satisfactory explanation for actions or decisions.
Perform	Carry out a task or process to meet the requirements of the question.
Plan	Create and record (list) a logical, organised sequence of information, required resources and actions/events that enable a concept or idea to be crystalised and communicated.
Provide	Identify and deliver detailed and accurate information related to the subject.
Reflect	Consider actions, experiences or learning and how these may impact practice and/or professional development.
Review and revise	Look back over the subject and make corrections or changes to improve clarity or better demonstrate understanding.
Select	Make an informed choice for a specific purpose or required outcome/result.
Show	Supply evidence to demonstrate accurate knowledge and understanding.
State	Provide the main points clearly in sentences or paragraphs.
Summarise	Convey the main ideas or facts concisely.

## Assessor Feedback

Student Name:	
Student Number:	
Course:	
Unit(s):	
Criteria:	
Date:	
Comments:	
Decision:	
Further Actions:	
Assessor:	
Position:	

**IQA Report**

**Qualification:**

**Assessor:** \_\_\_\_\_ **IQA:** \_\_\_\_\_

Candidate Name	Unit(s) Sampled	Assessment Methods	Comments
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	IQA Signature	
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	Assessor Signature	
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