

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



## Overview

Level 4 NVQ Diploma in Advice and Guidance (RQF) is a UK OFQUAL accredited 100% online qualification for experienced practitioners who work directly with clients, disseminating information, advice and guidance (IAG). The qualification looks at developing the practical skills of learners working in all advice and guidance settings. Learners might also have some managerial or training responsibilities or may be working as career development professionals. The Level 4 Advice and Guidance Diploma supports those in a role which involves providing specialist information, advice and guidance to clients, reporting to senior management, networking with associated services as well as training, evaluating and developing the service provision, thus helping them to become qualified advice and guidance professionals, career advisors, career counsellors, coaches, etc. Learners at this level are expected to have a more dynamic relationship with other organisations. 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 4 qualification will have significant advantages for your career advancement.

## Scope of this Qualification

This Level 4 Diploma 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 4 Advice and Guidance course 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 earlier at the pace and time of your choice. The OFQUAL Level 4 NVQ Diploma in Advice and Guidance (RQF) qualification is delivered through our Virtual Learning Environment. 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 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 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 may undertake the following qualifications:

- [Focus Awards Level 3 Award in Education and Training \(ROF\)](#)
- [Focus Awards Level 4 Certificate in Education and Training \(ROF\)](#)

## APPLY NOW

37	Course Credits
370	Total Qualification Time
239	Guided Learning Hours

## Duration

Fast Track	8 Weeks
Full Time	Up to 12 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:** Develop interactions with advice and guidance clients
- Unit 2:** Manage personal caseload
- Unit 3:** Evaluate and develop own contribution to the service
- Unit 4:** Operate within networks
- Unit 5:** Understand the importance of legislation and procedures
- Unit 6:** Support clients to make use of the advice and guidance service
- Unit 7:** Assist advice and guidance clients to decide on a course of action
- Unit 8:** Prepare clients through advice and guidance for the implementation of a course of action
- Unit 9:** Assist clients through advice and guidance to review their achievement of a course of action
- Unit 10:** Undertake research for the service and its clients
- Unit 11:** Facilitate learning in groups

## 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.

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