

Purpose statement

The following purpose is for **the City & Guilds Level 4 NVQ Diploma in Advice and Guidance (600/1632/2)**

Area	Description
OVERVIEW	
<p>What does this qualification cover?</p>	<p>The City & Guilds Level 4 NVQ Diploma in Advice and Guidance enables learners to develop the communication and interaction skills required when supporting clients to prepare for and complete their chosen actions. Learners must achieve 17 credits from the 5 mandatory units:</p> <ul style="list-style-type: none"> • Develop interaction skills with advice and guidance clients • Manage personal case load • Evaluate and develop own contribution to the service • Operate within networks • Understand importance of legislation and procedures <p>A further 20 credits must be chosen from 22 optional units that cover: legislative and procedural frameworks; advocacy, mediation, representation and formal proceedings; working with other services through negotiation, liaison and referral ; reviewing own development; understanding and promoting careers education guidance; and enabling clients learning through group-work, demonstration and instruction.</p> <p>For further information on the structure and the units that must be taken, please refer to the qualification handbook on the website:</p> <p>http://cdn.cityandguilds.com/ProductDocuments/Learning/Advice_and_Guidance_and_Career_Information_and_Guidance/3569/3569_Level_4/Centre_documents/3569-04_L4_Qualification_handbook_v1-1.pdf</p> <p>Through this is qualification you will develop the knowledge and skills required to work in a wide range of advice and guidance settings. It will allow you to provide advice and guidance directly to clients, reporting to line management as well as associated services. You may also supervise and support other staff members once qualified.</p>
WHAT COULD THIS QUALIFICATION LEAD TO?	
<p>Why choose this qualification over similar qualifications?</p>	<p>There are no other work-based qualifications in Advice and Guidance at Level 4.</p> <p>This qualification provides the skills and knowledge needed in advice and guidance roles and can help individuals to progress in a wide range of jobs, with additional management responsibilities, including:</p> <ul style="list-style-type: none"> • Business link adviser

	<ul style="list-style-type: none"> • Advice Team Leader • Citizens Advice Bureau adviser • Advice provider within educational institutions • Counselling provider • Training and human resources personnel
Alternatives routes to achieve the same outcome?	There is no alternative route to the achievement of the same outcomes: there are no apprenticeships in Advice & Guidance.
How this qualification supports the identified outcome(s)?	<p>This qualification is for those working in all advice and guidance settings. It is designed for full or part time workers, paid and voluntary, permanent or temporary, as well as day or night workers.</p> <p>This qualification can help individuals to progress in a wide range of jobs with additional management responsibilities, such as an Advice Team Manager or Human Resources Manager. Additionally, you could go on to study a degree in a subject such as Psychology or a postgraduate degree in Careers Guidance.</p>
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Career Development Institute supports this qualification as being suitable to progress on to further study, such as the Level 6 Diploma in Career Guidance and Development.