

Pearson Edexcel Level 3 NVQ Certificate in Advice and Guidance (QCF)**Qualification Number: 600/0684/5****What is the purpose of this qualification?**

The Level 3 NVQ Certificate in Advice and Guidance is designed to support those working in organisations which provide Advice and Guidance to clients. It confirms occupational competence in the sector.

What does this qualification cover?

Learners complete four mandatory units: 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; Understand the importance of legislation and procedures.

Optional units are then taken. Examples of areas which can be covered include negotiating on behalf of clients, liaising with other services, managing personal case loads and facilitating learning in groups. All the content of the qualification, mandatory and optional relates directly to the skills, knowledge and understanding needed to work in advice and guidance roles in a variety of sectors. The qualification is written in line with the National Occupational Standards.

This qualification is accredited on the OFQUAL register.

Who could take this qualification?

This qualification is for all learners aged 16 and above who are capable of reaching the required standards. Learners do not need any prior qualifications, knowledge or experience before starting the qualification.

It is suitable for those working in a variety of organisations providing advice and guidance services. These include careers guidance, youth work and youth justice, schools, colleges, training providers, universities, prison services, trade unions, charitable and voluntary services, housing, IAG partnerships and human resource departments as well as health and social care environments.

Specifically the level 3 qualification is suitable for those who are in front line support roles offering information to clients. Such roles will include student support centre staff in colleges and frontline staff in the NHS and government organisations. For learners who are providing more complex information and advice to clients the larger level 4 diploma qualification will be more suitable.

What could this qualification lead to?

On completing the Pearson Edexcel Level 3 NVQ Certificate in Advice and Guidance learners will be able to progress within employment or onto other qualifications at level 4.

Examples of Job roles for those working towards this qualification progress to are:

Information Providers within educational institutions

Frontline staff in government organisations

Staff in college student support centres

Staff working in employability providers

Potential qualifications which learners could progress onto include the Level 4 NVQ Diploma in Advice and Guidance or qualifications at Level 4 in other areas such as Customer Service, Management, Learning and Development or Careers Guidance.

Who supports this qualification?

Employers within the advice and guidance sector recognise this qualification and have provided Pearson with letters of support. The Institute of Employability Professionals also recognise this qualification in the Employment Related Services sector for supporting applications to their professional register.