

National Vocational Qualifications in Advice & Guidance at levels 2, 3 and 4

advancing learning, changing lives

NVQs

Edexcel is pleased to offer these NVQs to all those working in the growing sector of Advice and Guidance. The NVQs are based on the National Occupational Standards originally developed by CAMPAG (the lead body for Counselling, Advice, Mediation, Psychotherapy and Guidance) and are the responsibility of ENTO, the 'all sector' standards setting body.

Who are standards aimed at?

The standards are definitions and descriptions of good practice, which apply to everyone engaged in this area of work (approximately 500,000 people). They have a relevance to those who work within:

- Advice and Guidance
- The Connexions Service
- Career guidance
- Information Advice and Guidance partnerships
- Youth and community work
- New Deal
- Adult guidance
- Student services in colleges
- Learning mentoring
- Social work
- Youth justice work
- Health and welfare advice
- Educational welfare
- Housing

Purpose

The purpose of the standards is to:

- improve the consistency, quality and reliability of the service to clients
- build accessible qualifications
- provide clients of advice services with a real choice
- enable transfer and progression across and within the advice sector

The key to good practice in all advice work is a commitment to the principles of ethics and equality. Edexcel is committed to working closely with the sector to make the standards accessible by:

- Providing access to the qualifications to a wide practitioner base
- Contributing to the prevention of discriminatory practice by championing the standards
- Advocating that the power base inherent in working with the standards focuses on the client rather than on the practitioner.

Advice and Guidance

Level 2: 3 mandatory plus 3 optional units

Level 3: 4 mandatory plus 4 optional units

Level 4: 4 mandatory plus 6 optional units

Unit No.	Unit Title	Level 2	Level 3	Level 4
Unit 1	Establish contact with clients	M		
Unit 2	Enable clients to gain access to the service	O	M	
Unit 3	Identify the requirements of clients	O	M	
Unit 4	Develop interactions with clients			M
Unit 5	Interact with clients using telecommunications		O	
Unit 6	Provide information to clients		M	
Unit 7	Assist clients to decide on a course of action		O	M
Unit 8	Assist clients to plan the implementation of a course of action		O	O
Unit 9	Assist clients to review their achievement of a course of action		O	O
Unit 10	Support clients during their activities		O	
Unit 11	Advocate on behalf of clients		O	
Unit 12	Prepare to represent clients in formal proceedings			O
Unit 13	Present cases in formal proceedings			O
Unit 14	Negotiate on behalf of clients		O	O
Unit 15	Liaise with other services			O
Unit 16	Assist clients to gain access to other services	O		
Unit 17	Implement referral procedures for clients		O	
Unit 18	Manage personal case load			M
Unit 19	Review own contribution to the service	M		
Unit 20	Evaluate and develop own contribution to the service		M	M
Unit 21	Provide support for other practitioners			O
Unit 22	Operate within networks			O
Unit 23	Undertake research for the service and its clients			O
Unit 24	Design information materials for use in the service			O
Unit 25	Provide information materials for use in the service		O	
Unit 26	Maintain information materials for use in the service	O	O	
Unit 27	Determine the methods for disseminating information materials			O
Unit 28	Supply information materials to clients	M		
Unit 29	Propose projects for the service			O
Unit 30	Secure resources for the work of the service			O

Units From Other Standards Setting Bodies				
A21 (EMPNTO)	Identify individuals' learning aims, needs and styles			O
A22 (EMPNTO)	Identify individual learning needs		O	
B22 (EMPNTO)	Design training and development sessions		O	
B33 (EMPNTO)	Prepare and develop resources to support learning			O
C23 (EMPNTO)	Facilitate learning in groups through presentations and activities		O	
C25 (EMPNTO)	Facilitate individual learning through coaching		O	
C27 (EMPNTO)	Facilitate group learning			O

National Vocational Qualifications in Advice and Guidance Partnership

The Institute of Career Guidance is the professional organisation for those employed in the Guidance sector. Edexcel has a collaborative relationship with the Institute of Career Guidance, representing their mutual interests and concerns nationally.

Together, Edexcel and the Institute of Career Guidance aim to promote occupational competence and to uphold the quality and value of Edexcel NVQs in Advice and Guidance.

Benefits

The benefits for the organisation:

Organisations value the NVQs in Advice and Guidance because they:

- Demonstrate commitment and provide evidence of the underlying principles and values of the advice and guidance professional
- Offer the ability to benchmark standards with other organisations
- Provide the baseline of skills and knowledge on which to build high quality and best value
- Provide a framework on which to base organisational and employee development and progression.

The benefits for individuals:

Training and qualifications in today's complex and changing employment landscape are more important than ever. They enable individuals to track and plan a progression route through working life, adapting to new situations as they occur.

Candidates need to demonstrate competence in the required range of units in order to achieve the full qualification. However candidates can, also, opt for individual units of the Edexcel NVQ if they so wish.

"The Institute of Career Guidance is pleased to be a partner with Edexcel, and fully supports the National Vocational Qualifications in Advice and Guidance for the sector."

Liam Duffy,
President,
ICG

Useful contacts:

Institute of Career Guidance
27a Lower High Street, Stourbridge,
W. Midlands, DY8 1TA
www.icg-uk.org.uk

ENTO
4th Floor, Kimberley House, 47 Vaughan Way,
Leicester, LE1 4SG
www.ento.co.uk

NB. The standards for this NVQ expires in July 2006

advancing learning, changing lives

What to do next

For further information or to become an approved centre, please contact us at:

Edexcel
One90 High Holborn, London WC1V 7BH
Tel: 0870 240 9800
Minicom: 0870 240 3941
Fax: 020 7404 0520
Online: <http://enquiries.edexcel.org.uk>
www.edexcel.org.uk

Further copies of this publication are available from Edexcel publications:

Tel: 01623 467467
Fax: 01623 450481
Email: publications@linneydirect.com
Publication Code: Z015909

About Edexcel

Edexcel is one of the UK's largest providers of qualifications, with the widest portfolio of academic and vocational qualifications. Regulated by the Qualifications and Curriculum Authority (QCA) to offer qualifications, Edexcel works with over 5,500 education partners in over 110 countries.