

# Business and Management

## Career Information and Advice Level 4 (Work-based)

### In Brief

#### Start Date / Duration

The next start date for this course is April 2024. Course start dates are September, January, April and June. The course takes 12-18 months to complete depending on your existing experience in the area.

#### Entry Requirements

No formal entry requirements are required, but you must be working in this environment already. A job analysis will be carried out with a member of the Assessment Team before a place on the programme is confirmed.

#### You will achieve

Level 4 Diploma in Career Information and Advice.

### Course Overview

If you work in a role providing Careers Information and Advice you may wish to consider formalising your skills and knowledge in a high quality, nationally recognised qualification.

CIAG qualifications relate to national occupational standards (NOS) and provide valuable opportunities for individuals to develop skills, gain underpinning knowledge and understanding and demonstrate competence in the workplace or provide continued professional development.

Each qualification has a core of mandatory units which will be applicable to all staff in a CIAG role plus a wide range of optional units to allow specialisation as appropriate.

### Course Content

You will produce a portfolio of evidence to demonstrate your competence in working in a careers guidance role.

The course is made up of mandatory units as follows:

- Preparing to work in the career information, advice and guidance sector
- Reflecting on practice and continuous professional development
- Interview clients to determine their need for career information, advice and guidance
- Meeting the career-related information needs of clients
- Career choice theories and concepts to support clients

Plus the chance to choose a range of optional units which include:

- Provide ongoing support to clients
- Use diagnostic and assessment tools with clients
- Negotiate on behalf of clients
- Prepare to deliver services to clients in an outreach setting
- Obtain and organise career related information to support clients
- Refer clients to sources of specialist support to meet their needs
- Undertake research on behalf of the service

## How will I be assessed?

The course is assessed through the production of reports with supporting evidence, observation of you giving advice and guidance, questioning of your knowledge in this area and testimony from your workplace on your work.

## What Equipment Will I Need?

You will need a computer and access to the internet.

## Where will I study?

You will study at your place of work and online.

## What can I do next?

On successful completion of the programme you may wish to consider moving on to do the Level 6 Diploma Career Guidance and Development which is for more experienced careers advisors or undertake a degree in careers guidance.

## How much does the course cost?

Course fees: £1,395 full fee payable.

## Extra information

### Advanced Learner Loans

This course may be eligible for an Advanced Learner Loan. Contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk] . about eligibility and how to apply. You can also visit the Advanced Learner Loan [<https://www.barnsley.ac.uk/courses/paying-for-your-course/advanced-learner-loans/>] page.

### Full Fee Payable

If the course is listed as full fee payable, you will have to pay for the course.

## Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 24th January 2024

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**