

# Business and Management

## Career Information and Advice Level 4 Work-based

### In Brief

#### Start Date / Duration

You can start this qualification throughout the year and start dates are based on assessor caseload space. 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 students 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

These NVQs are for you if you work in a role where you offer information, advice and guidance (IAG) to others.

The IAG can be offered within any organisation and on any topic, however it is important that you can demonstrate that you have systems and procedures in place to track the IAG given and record the outcomes. The level of the NVQ undertaken will depend upon the level of responsibility the individual has.

NVQs work by testing your abilities in the workplace. To complete an NVQ you need to prove that you can do certain work-related tasks. NVQs are assessed in a combination of ways: By portfolio – you build up evidence of what you've done at work; and by observation – a trainer watches you work and checks that you can do the tasks.

Candidates produce evidence to prove they have the competence to meet the NVQ standards. Trainers sign off units when the candidates are ready. The trainer tests candidates' knowledge, understanding and work-based performance to make sure they can demonstrate competence in the workplace.

Candidates compare their performance with the standards as they learn. They look at what they have achieved, how much they still need to do and how they should go about it, until they are assessed as competent for a unit or a whole NVQ. The system is right for candidates who already have skills and want to increase them, but also for those who are starting from the beginning. As the system is so flexible, new ways of learning can be used immediately.

## Course Content

You will produce a portfolio of evidence to demonstrate your competence in working in a careers guidance role. The portfolio can be presented as a traditional paper based file or as an electronic file using our e-portfolio. (This would be the presentation used for distance learners)

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

You can view the course specification;

<http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-career-information-and-advice-level-4-diploma-04512/> [<http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-career-information-and-advice-level-4-diploma-04512/>]

## How will I be assessed?

The course is assessed through the production of reports with supporting evidence, observation of the student working in the libraries, archives or information services organisation, questioning of the students' knowledge in this area and testimony from the students' workplace on their work.

## What Equipment Will I Need?

You will be required to provide paper, writing materials, A4 ring binder, dividers and plastic wallets (unless the e-portfolio option is chosen).

## Where will I study?

You will study at your place of work.

## 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: £1,095 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:** 23rd February 2021

### Want to apply?

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

Call us on **01226 216 123**