

# Business and Management

## Advice and Guidance NVQ Level 4 Work-based

### In Brief

#### Start Date

There are various start dates throughout the year. You can expect to complete the course within 12-18 months.

#### Entry Requirements

- Level 3 Advice and Guidance is desired. Consideration will be given to learners who have a substantial knowledge and work experience of providing advice and guidance and are well established within their role.
- 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

Advice and Guidance NVQ Level 4 Diploma (OCR)

### 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**

The course is made up of modules which you will choose to best reflect your responsibilities at work. Each level includes mandatory units – these cover the general skills required to work in this area i.e. communication, planning, development and team work.

You are required to choose optional units from a list of several given. The optional units each reflect a different area of advice and guidance work – some are directed towards the support of the provision, others to group delivery, others to the maintenance of information for the service and others are for people who work with clients in more health related areas i.e. ex-offenders, alcohol or drug issues.

You can look at the unit and course specifications via the link below;

<http://www.ocr.org.uk/Images/82416-centre-handbook.pdf/qualifications-and-apprenticeships/learning/advice-and-guidance-and-career-information-and-guidance/3569-advice-and-guidance-support#tab=documents> [<http://www.ocr.org.uk/Images/82416-centre-handbook.pdf/qualification-s-and-apprenticeships/learning/advice-and-guidance-and-career-information-and-guidance/3569-advice-and-guidance-support#tab=documents>]

## **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?**

Pen, notepad and file plus access to the internet and a printer.

## **Where will I study?**

You will study in your place of work.

## **What can I do next?**

You may wish to progress to the next level of the NVQ, move on to customer service or business focused NVQs or take higher qualifications in an area specific to your advice and guidance provision i.e. health care or careers.

## **How much does the course cost?**

£1095 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]

### Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/our-departments/sport/sports-academy/>] .

### 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:** 27th January 2020

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started  
Call us on **01226 216 123**