

# Business and Management

## Career Guidance and Development NVQ Level 6 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 duration of the course is 18-24 months.

#### Entry Requirements

- Participants will normally be delivering in depth careers advice and guidance
- Whilst there are no formal educational requirements, learners should have a background that will enable them to benefit from the programme

#### You will achieve

Level 6 NVQ Diploma in Careers Guidance and Development.

### 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.

For Level 6 CIAG, learners will be providing client focused careers guidance and have more involvement in cross service careers planning and provision

### Course Content

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.

The course is made up of mandatory units as follows:

- Preparing to work in the career development sector
- Reflect on and improve professional practice
- Career guidance and development theories and models
- Agree the purpose of client centred career interactions
- Explore and agree the career guidance and development needs of clients
- Use career related information with clients
- Work with other agencies for the benefits of clients and own organisations

Optional units include:

- Use diagnostic and assessment tools with clients
- Promote career related learning to clients
- Lead and manage career development work in an organisation
- Plan, deliver and evaluate presentations
- Use digital technology in the career development sector

## **How will I be assessed?**

Continuous assessment of evidence produced and accompanying written reports which forms a portfolio of evidence.

## **What Equipment Will I Need?**

You will need a computer and access to the internet.

## **Where will I study?**

You will study through online classes and in your workplace.

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

Other work related qualifications depending on your job role and career aspirations.

## How much does the course cost?

Course fees: £2,195. An Advanced Learner Loan can be used to pay for this course.

### 19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees . Please refer to our page '[paying for your course.](#)'

## 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:** 22nd February 2024

## Want to apply?

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Call us on **01226 216 123**