

LEVEL 3 NVQ Certificate in Advice and Guidance

A 100% online, competence-based qualification for practitioners who give advice and guidance directly to clients.

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CREDITS

210

TQT

144

GLH

7

UNITS

OVERVIEW

For practitioners who work directly with clients, giving information, advice and guidance (IAG). You will learn to communicate with clients, follow legislation and procedures, give accurate information and review your own performance. Suitable if you are, or want to become, a career adviser or counsellor.

WHO IS IT FOR?

Anyone working or volunteering in an advice and guidance role, giving advice directly to clients and working to clear guidelines. Field-specific training, such as housing, debt or immigration, is not included.

DURATION & DELIVERY

Study 100% online through BSA's Virtual Learning Environment with full tutor support. Take up to 9 months at your own pace, or fast-track in as little as 5 weeks.

ASSESSMENT & VERIFICATION

Every unit is internally assessed by BSA's qualified assessors and externally verified by Focus Awards. There are no exams.

- Tutor-marked written assignments
- Witness testimony signed by your workplace supervisor
- Reflective accounts of your own practice

PRACTICAL REQUIREMENTS

- A work placement is needed (you can work or volunteer), spread across the course
- Your supervisor must be qualified and sign off your witness testimony
- You must be practising from Unit 1; simulation is not allowed
- Remote or online advisers are eligible with a workplace supervisor

UNIT STRUCTURE

1. Establish communication with clients for advice and guidance
2. Support clients to make use of the advice and guidance service
3. Review own contribution to the service
4. Understand the importance of legislation and procedures
5. Develop interactions with advice and guidance clients
6. Evaluate and develop own contribution to the service
7. Operate within networks

CAREER PATHS

Roles include career adviser, career counsellor, employability support, mentoring, Citizens Advice staff, college tutoring and training or HR roles.

COURSE FACTS

Awarding body: **Focus Awards**

Qualification No.: [601/7666/0](#)

Level: **Level 3**

Regulator: **Ofqual**

Study mode: **100% online**

Minimum age: **18+**

ENTRY REQUIREMENTS

- Aged 18+
- Proficient literacy and numeracy skills

PROGRESSION

On successful completion, learners can progress directly to:

- [Focus Awards Level 4 NVQ Diploma in Advice and Guidance \(RQF\)](#)
- [Focus Awards Level 3 Award in Education and Training \(RQF\)](#)