

LEVEL 4 NVQ Diploma in Advice and Guidance

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

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CREDITS

370

TQT

239

GLH

11

UNITS

OVERVIEW

For experienced practitioners who work directly with clients, giving information, advice and guidance (IAG). You will build practical skills for any advice and guidance setting, including managing a caseload, working in networks and facilitating group learning. It helps you become a qualified advice and guidance professional, career adviser or counsellor.

WHO IS IT FOR?

Advice and guidance providers, including those with managerial or training responsibilities, in sectors such as careers guidance, housing, HR, education and health and social care. Field-specific training is not included, so you need knowledge of your own field.

DURATION & DELIVERY

Study 100% online through BSA's Virtual Learning Environment with full tutor support. Take up to 12 months at your own pace, or fast-track in as little as 8 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. Develop interactions with advice and guidance clients
2. Manage personal caseload
3. Evaluate and develop own contribution to the service
4. Operate within networks
5. Understand the importance of legislation and procedures
6. Support clients to make use of the advice and guidance service
7. Assist advice and guidance clients to decide on a course of action
8. Prepare clients through advice and guidance for the implementation of a course of action
9. Assist clients through advice and guidance to review their achievement of a course of action
10. Undertake research for the service and its clients
11. Facilitate learning in groups

CAREER PATHS

Roles include career adviser, career counsellor, employment adviser, youth or family support worker, Citizens Advice staff and training or HR roles.

COURSE FACTS

Awarding body: **Focus Awards**

Qualification No.: [601/7667/2](#)

Level: **Level 4**

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 3 Award in Education and Training \(RQF\)](#)
- [Focus Awards Level 4 Certificate in Education and Training \(RQF\)](#)