

NVQ Advice and Guidance Level 3

This NVQ is for those working directly with clients, disseminating information, advice and some level of guidance. You will be working with information that is often interpreted by others, working within clear guidelines

This NVQ will provide progression to higher levels of qualification. The normal progression route would be taking NVQ Advice and Guidance Level 4 after completing this award. Candidates can also undertake an NVQ in a relevant area after completion such as NVQ Business and Administration level 3.

Candidates must complete 3 mandatory units:

- AG1 Establish communication with clients for advice and guidance
- AG2 Support clients to make use of the advice service
- AG15 Review own contribution to service

- AG27 Facilitate learning in groups
- H&S A Ensure your own actions reduce risks to health and safety
- W6 Ensure your actions contribute to a positive and safe working environment
- L11 Enable learning through demonstrations and instruction

and choose from 3 optional units:

- AG3 Develop interactions with Advice and Guidance clients
- AG4 Interact with clients using a range of media
- AG5 Assist advice and guidance clients to decide on a course of action
- AG6 Prepare clients through advice and guidance for the implementation of a course of action
- AG7 Assist clients through advice and guidance to review their achievement of a course of action
- AG11 Negotiate on behalf of advice and guidance clients
- AG12 Liaise with other services
- AG13 Enable advice and guidance clients to access referral opportunities
- AG21 Provide and maintain information materials for use in the service

Assessments will take place in the workplace and will include the following methods: Observation, professional discussion, questioning, and projects and assignments.