



**BRIGHT
PATHWAY**

Qualification

Level 3 NVQ Certificate in
Advice and Guidance

Awarding Body

FOCUS AWARDS 



Course Description

The Focus Awards Level 3 NVQ Certificate in Advice and Guidance is an Ofqual-regulated occupational qualification which focuses on the skills, knowledge and understanding a candidate needs to demonstrate when working in environments where advice and guidance is being offered to clients. It aims to build learner's skills in interacting and communicating with clients and provide support for clients within the appropriate legislation and procedure.

Furthermore, this IAG course level 3 course provides an opportunity to cover a range of topics including, establishing communication with clients, supporting clients to use advice and guidance services, reviewing own contribution, understanding legislation and procedures, developing client interactions, evaluating professional practice and operating within networks. These areas allow learners to gain practical knowledge and skills which can be applied to support their occupational competence and professional practice in the advice and guidance sector.

Course Structure

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



Assessment

Assessment for this qualification is completed through written assignments and portfolio evidence, including practical activities such as observation, reflection, planning and application of knowledge. There are no formal examinations.

Duration

The course is also offered at the self-paced learning and normally completing it takes 4 Months depending on the pace that the learner takes. Course access remains available for 12 months from enrolment. If you need extra time past the initial access period, a re-enrolment fee will be charged.

Our Process

1 Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments with our standard or fast track plan. Complete your payment after filling out the application form.

2 Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding body.

3 Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE) – Moodle. Here, you'll find all the resources you need to succeed. Your dedicated tutor will guide you through the process, providing valuable feedback on every step.

4 Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

5 Successfully Complete Assignments

Work diligently to complete all required course components. Your commitment and effort will contribute to your success in the program.

6 Obtain Your Accredited Certificate

Upon successfully completing the course, you will receive an OFQUAL-regulated qualification. This accredited certificate recognises your achievements and signifies the fulfilment of your educational goals.