



**BRIGHT
PATHWAY**

Qualification

Level 4 NVQ Diploma in
Advice and Guidance

Awarding Body

FOCUS AWARDS 



Course Description

The Level 4 NVQ Diploma in Advice and Guidance is an occupational qualification which is aimed at developing the skills, knowledge and understanding of candidates for a purpose of developing their professional practice in advice and guidance settings. Learners who wish to develop their IAG skills and their understanding of the main skills, responsibilities and professional practices required when working directly with clients are appropriate for this. Furthermore, this IAG course covers a range of advice and guidance skills including building relationships with clients, handling a personal caseload, assessing and enhancing own role within advice and guidance, working within networks and the impact of legislation and procedures. Learners can also gain skills in areas such as advocacy, negotiation, mediation, referral, research, information materials, Career Education and Guidance (CEG), group learning and supporting other practitioners etc. depending on the units selected. These are opportunities for learners to develop a variety of practical knowledge and skills that could be relevant to their careers and progression in advice and guidance.

Course Structure

Unit 1: Develop Interactions with Advice and Guidance Clients

Unit 2: Manage Personal Caseload

Unit 3: Evaluate and Develop Own Contribution to the Service

Unit 4: Operate Within Networks

Unit 5: Understand the Importance of Legislation and Procedures

Unit 6: Support Clients to Make Use of the Advice and Guidance Service

Unit 7: Assist Advice and Guidance Clients to Decide on a Course of Action

Unit 8: Prepare Clients Through Advice and Guidance for the Implementation of a Course of Action

Unit 9: Assist Clients Through Advice and Guidance to Review their Achievement of a Course of Action

Unit 10: Undertake Research for the Service and its Clients

Unit 11: Facilitate Learning in Groups

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 6 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.