

Edexcel Level 2, 3 and 4 NVQs in Advice and Guidance

NVQ

Introduction

Edexcel is pleased to offer the following suite of qualifications in Advice and Guidance.

These qualifications are built on our experience and links with ENTO, the Standard Setting Body and professional bodies in the Advice and Guidance sector. These qualifications are based on National Occupational Standards and are accredited on the NQF and eligible for funding.

Choice of qualifications available:

- Edexcel Level 2 NVQ in Advice and Guidance Support
- Edexcel Level 3 NVQ in Advice and Guidance
- Edexcel Level 4 NVQ in Advice and Guidance

Edexcel Level 2 NVQ in Advice and Guidance Support

This Level 2 NVQ has been developed for learners working within advice and guidance services who may not be directly involved in advising clients but who interact closely as a first point of contact.

Job roles are likely to include receptionists and administrators but the role will include elements of advice giving, particularly in the early stages of a clients' interaction with the service.

Three mandatory units must be completed, covering:

- AG2: Support clients to make use of advice and guidance services
- AG4: Interact with clients using a range of media
- ICS38: Develop personal performance through delivering customer service

Three optional units must also be completed, visit our website for a listing of available unit choices at www.edexcel.org.uk

Edexcel Level 3 NVQ in Advice and Guidance

Developed for learners who provide advice and guidance to clients, this NVQ is most applicable to those offering advice and guidance through a range of services.

This includes government agencies, schools, colleges, universities, prison services, trade unions, voluntary services, charities and human resources departments.

Three mandatory units must be completed, covering:

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

Three optional units must also be completed, visit www.edexcel.org.uk for a list of available units.

Edexcel Level 4 NVQ in Advice and Guidance

The Level 4 NVQ in Advice and Guidance has been developed for learners who provide more specialised advice and guidance services to clients. Learners taking the Level 4 NVQ may be working towards professional recognition.

This qualification allows recognition of competence for those offering careers education guidance, advocacy and mediation services.

The range of services may include government agencies, schools, colleges, universities, prison services, trade unions, voluntary services, charities and human resources departments.

Four mandatory units must be completed, covering:

- AG3: Develop interactions with advice and guidance clients
- AG14: Manage personal caseload
- AG16: Evaluate and develop own contribution to the service
- AG18: Operate within networks

Four optional units must also be completed, visit our website for a listing of available unit choices at www.edexcel.org.uk

How are these qualifications assessed?

These NVQs are workplace-based qualifications which demonstrate ability to perform at nationally recognised standards. Learners are required to provide a portfolio of evidence

which can include personal statements, observation records or examples of reports and memos.

Competences are assessed in the workplace, quality assured and verified by experienced and qualified practitioners.

Support Materials

Developed in collaboration with experienced advice and guidance practitioners, these materials will support completion of the qualifications.

Resources include candidate guidance and log books and centre guidance information.

- Edexcel Level 2, 3 and 4 NVQs in Advice and Guidance CD Rom (includes all documents listed below): N018320
- Edexcel NVQ Guidance for Centres
- Edexcel NVQ Guidance for Candidates

Candidate logbooks:

- Level 2 NVQ in Advice and Guidance Support: N018317
- Level 3 NVQ in Advice and Guidance: N018318
- Level 4 NVQ in Advice and Guidance: N018319

To order a CD ROM, logbook or other publication, please quote the above code/s and contact:

Edexcel Publications

Telephone: 01623 467467

Fax: 01623 450481

Email: publications@linneydirect.com

Website: www.edexcel.org.uk/sfc/pub/nvq

Additional information is available from the Standards Setting Body - ENTO at www.ento.co.uk

Contact us

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