

Section 1: Qualification Overview

Qualification Overview

Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This Qualification Specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 4 NVQ Diploma in Advice and Guidance.

The NCFE Level 4 NVQ Diploma in Advice and Guidance is a competence-based qualification.

A competence-based qualification is based on National Occupational Standards and is a job-ready qualification which requires learners to demonstrate the skills and knowledge required to work in a specific industry. A competence-based qualification must be assessed in the workplace in accordance with the relevant assessment requirements. For further information on the assessment requirements see page 8.

All information contained in this specification is correct at the time of publishing.

Accreditation and funding

The NCFE Level 4 Diploma in Advice and Guidance has been accredited by the qualifications regulators for England, Wales and Northern Ireland¹, and is part of the Qualifications and Credit Framework (QCF). Its Qualification Accreditation Number is 600/0137/9.

This qualification may be eligible for funding. The aim reference is 60001379. Contact your local funding provider for further guidance.

¹The qualifications regulators ('regulators') are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.

Who and what is it for?

This competence based qualification aims to provide recognition and accreditation for advice and guidance practitioners working in a wide range of contexts, who are in roles featuring a significant degree of autonomy and

independence and which are likely to involve the management of staff and resources within an advice and guidance service.

Practitioners must be managing their own case-load of advice and guidance clients. This will include conducting one to one interviews with these clients in a private space and completing action plans and case notes. The role will involve participating in networks related to the advice and guidance service.

- What is a client?

Someone who elects to make use of an advice and guidance service

- What is an advice and guidance service?

A service, or part of a service, where the primary focus is to provide impartial advice and support to assist a client to choose a course of action

- What is managing a case-load?

Having responsibility for an allocation of advice and guidance clients

It is relevant to those employed in, for example, career guidance, the Connexions Service, youth work and youth justice, housing, job search and benefit advice.

The qualification is not appropriate for candidates in the role of Teacher, Assessor, line manager, appraiser etc, unless there is an additional advice and guidance aspect to their main role.

Geographical Coverage

This qualification has been accredited for use in England, Wales and Northern Ireland. We're able to provide the Qualification Specification and assessment materials in the Welsh and/or Irish language where requested and appropriate.

Things you need to know

Qualification accreditation number: 600/0137/9

Funding code: 60001379

Guided learning hours (GLH): 219-224

QCF level: 4

Qualification credit value: 37

Assessment requirements: internally assessed and externally moderated portfolio of evidence

Entry guidance

Candidates should have ideally achieved qualifications in a related area at Level 3 or above. However, this qualification may be accessed by candidates without that qualification profile who have significant vocational experience – ideally in a supervisory or management role.

Learners have to be at least 18 years old.

Achieving this competence based qualification

This competence based qualification is made up of 5 mandatory units:

Mandatory units:

[Develop interactions with advice and guidance clients F/602/5140](#)

[Manage personal case load Y/602/5189](#)

[Evaluate and develop own contribution to the service H/602/5194](#)

[Operate within networks F/602/5199](#)

[Understand importance of legislation and procedures R/602/5210](#)

and the following 22 optional units:

Optional units:

[Support clients to make use of the advice and guidance service L/602/5139](#)

[Assist advice and guidance clients to decide on a course of action R/602/5143](#)

[Prepare clients through advice and guidance for the implementation of a course of action A/602/5153](#)

[Assist clients through advice and guidance to review their achievement of a course of action J/602/5172](#)

[Advocate on behalf of advice and guidance clients
R/602/5174](#)

[Prepare to represent advice and guidance clients in formal
proceedings H/602/5177](#)

[Present cases for advice and guidance clients in formal
proceedings M/602/5179](#)

[Negotiate on behalf of advice and guidance clients
M/602/5182](#)

[Liaise with other services T/602/5183](#)

[Enable advice and guidance clients to access referral
opportunities F/602/5185](#)

[Provide support for other practitioners A/602/5198](#)

[Undertake research for the service and its clients K/602/5200](#)

[Design information materials for use in the service
M/602/5201](#)

[Provide and maintain information materials for use in the
service T/602/5202](#)

[Identify and promote the contribution of Careers Education
Guidance \(CEG\) within the organisation A/602/5203](#)

[Integrate Careers Education Guidance \(CEG\) within the
curriculum F/602/5204](#)

[Promote Careers Education Guidance \(CEG\) J/602/5205](#)

[Negotiate and maintain service agreements L/602/5206](#)

[Facilitate learning in groups R/602/5207](#)

[Prepare and set up mediation Y/602/5208](#)

[Stage and manage the mediation process D/602/5209](#)

[Enable learning through demonstrations and instructions
M/600/9726](#)

To achieve the qualification, learners must achieve a total of at least 37 credits. 17 credits must be achieved by completing the mandatory units. A further 20 credits must be achieved from the optional units. A minimum of 19 credits must be

from Level 4 units.

To successfully complete a unit, each learner has to provide evidence satisfying all the performance and knowledge standards in that unit.

The learning outcomes and assessment criteria are available by clicking on the unit titles above which are hyperlinked to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

Progression and development opportunities

This competence based qualification can provide progression to further study at a post-graduate or professional level.

For further details on other qualifications available in this sector area, see NCFE's Directory of Products and Services, or the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Credit Transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another, where the rules of combination allow. Learners wanting to progress from the Award to the Certificate (or an equivalent unit from another Awarding Body) can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer on the Certificate Claim Form.

Please see the the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

Qualification dates

Qualifications on the QCF have renewal, operational and certification end dates.

Qualification renewal dates are the date by which we'll have carried out a review of the qualification. These show as the 'review date' on the Register. This date is the final date by when we'll have made a decision on whether to extend or amend a qualification, or withdraw it completely.

We review qualifications up to 18 months before their review date, working with sector representatives to make any

changes necessary to meet sector needs and to reflect recent developments. In most cases we'll then extend the qualification, and set a new renewal date. If we make the decision to withdraw a qualification, we'll set an operational end date (see below).

We'll post information relating to changes or extensions to qualifications on our website (www.ncfe.org.uk), and centres approved to offer the qualification will be kept updated.

Operational end dates will only show on the Register when we've made the decision to withdraw a qualification. After this date we can no longer accept candidate registrations.

Certification end dates will only show on the Register when we've made the decision to withdraw a qualification and have set the operational end date. After this date we can no longer process certification claims.

Resource requirements

There are no specific physical resource requirements for this qualification.

Support for centres

There are a number of documents available that you might find useful. These are available to download from our website www.ncfe.org.uk, or can be requested from the Centre Support team on 0191 239 8000 or by emailing info@ncfe.org.uk.

Centre Support Guide

This explains everything you need to know, from how to apply to become an NCFE-approved centre, to registering your learners, claiming certificates for your learners and everything in between. Centres must seek approval to offer a qualification; only learners from approved centres can be certificated.

Directory of Products and Services

This provides summary information about all of NCFE's qualifications and awards including mandatory and optional units, learner registration and certification fees and

assessment information.

Fees and Pricing

Published in the spring for the forthcoming academic year.

Useful websites

Please refer to www.ncfe.org.uk for a list of websites that you might find useful for materials and resources to assist with the delivery of qualifications.

Training and support

We can provide training sessions for Assessors and Internal Moderators who may not hold Assessor and/or Verifier qualifications. Training is also available for bespoke subject specific training. For further information please contact our Quality Assurance team on 0191 239 8000.

Support for learners

Evidence Tracking Sheets

This gives information about the qualification and can help learners keep track of their work. Evidence tracking sheets can be downloaded free of charge from www.ncfe.org.uk. Learners don't have to use the evidence tracking sheets; instead you can devise your own materials.

Any materials you produce should allow learners to track their achievement against each required learning outcome and assessment criterion and include:

- information on the content, availability and location of NCFE's procedures and policies
- advice on support mechanisms for learners who are experiencing difficulties with their studies
- a mechanism for Assessors and Internal Moderators to authenticate evidence and achievement, for each unit.

Assessment guidance

The occupational expertise, qualifications and experience required of Assessors and Internal Verifiers is set out in the Assessment Strategy for Advice and Guidance which is

available from our website (www.ncfe.org.uk).

Mapping to National Occupational Standards

This competence based qualification reflects the qualification structure for the Level 4 NVQ Diploma in Advice and Guidance published by Lifelong Learning UK (LLUK). It uses the associated National Occupational Standards (NOS) that belong to that structure, which are published by LLUK.

Further information on the NOS used in this qualification can be found on LLUK's website (www.lluk.org).

Documentation

The following documents are essential reading for any centre involved in the delivery, assessment and administration of this competence based qualification:

- Assessment Strategy

Additional documents are available for those centres wishing to use them:

- Evidence Tracking Sheet
- Example pro-formas for Assessors and Internal Verifiers