

# Business and Management

## Advice and Guidance NVQ Level 4 (Work-based)

### In Brief

#### Start Date / Duration

The next start date for this course is January. Course start dates are every September, January and April. The course will take 12-18 months to complete.

#### Entry Requirements

- Level 3 Advice and Guidance is desired. Consideration will be given to students who have substantial knowledge and work experience of providing advice and guidance and are well established within their role.
- A job analysis will be carried out with a member of the assessment team before a place on the programme is confirmed

#### You will achieve

Advice and Guidance NVQ Level 4 Diploma (City and Guilds).

### Course Overview

This NVQ is for you if you work in a role where you are providing in-depth and diverse guidance to a range of clients. Your role is likely to involve referral of clients to other services and reviewing of clients to monitor progress.

The IAG can be offered within any organisation and on any topic, however it is important that you can demonstrate that you have systems and procedures in place to track the IAG given and record the outcomes. The level of the NVQ undertaken will depend upon the level of responsibility the individual has.

### Course Content

The course is made up of modules which you will choose to best reflect your responsibilities at work. Each level includes mandatory units – these cover the general skills required to work in this area i.e. communication, planning, development and team work.

You are required to choose optional units from a list of several given. The optional units each reflect a different area of advice and guidance work – some are directed towards the support of the provision, others to group delivery, others to the maintenance of information for the service and others are for people who work with clients in more health related areas i.e. ex-offenders, alcohol or drug issues.

## **How will I be assessed?**

The course is assessed through the production of reports with supporting evidence, observation of you giving advice and guidance, questioning of your knowledge in this area and testimony from your workplace on your work.

## **What Equipment Will I Need?**

You will need a computer and access to the internet

## **Where will I study?**

You will study in your place of work or online.

## **What can I do next?**

You may wish to progress to the next level of the NVQ, move on to customer service or business focused NVQs or take higher qualifications in an area specific to your advice and guidance provision i.e. health care or careers.

## **How much does the course cost?**

£1,395 Full Fee payable

## **Extra information**

### **Advanced Learner Loans**

This course may be eligible for an Advanced Learner Loan.

For eligibility information and details about how to apply, visit the Advanced Learner Loan page. Or contact our Information Team by calling 01226 216 123 or emailing: [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

### **Full Fee Payable**

If the course is listed as full fee payable, you will have to pay for the course.

### **Contact the Information Unit**

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## **Additional Learning Support**

Our Additional Learning Support team can provide you with the support you need. Call 01226 216 769 for further information.

## **Disclaimer**

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 17th September 2024

### **Want to apply?**

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**