



Educ8 Advice and Guidance

Apprenticeship (NVQ/QCF) Level 4



Are you interested in Educ8's Advice and Guidance?

Am I right for this programme?

This programme is ideal for individuals who provide information, advice and guidance to clients within a range of different settings; including within third sector organisations, charities and private organisations.

We are currently delivering this training to individuals employed within the following types of organisations; Citizen's Advice Bureaus, Mind, Llamau, United Welsh and many more.

Which qualifications will I receive?

This programme is available on a **fully funded** basis to individuals who are in suitable job roles.

On completion of the Apprenticeship framework, candidates will receive the following certificates:

- City & Guilds Level 4 Diploma in Advice & Guidance
- Essential Skills: Communication Level 3
- Essential Skills: Application of Number Level 2
- Essential Skills: Digital Literacy Level 1
- Level 4 Apprenticeship in Advice & Guidance

What timeframes?

The time it takes to complete the framework depends entirely on your commitment and motivation to complete the required tasks. Generally, learners complete within 10 months. Our high quality assessors provide individuals with all the support they need to achieve.



I've thoroughly enjoyed this course and it has suited me down to the ground as I deal with unemployed individuals who need support and guidance to find a job. It's great to have a qualification to back up what I do on a daily basis and also the skills I've learnt have given me more confidence when dealing with clients.

Kathy O'Brien Project Manager at Regener8 Cymru

Level 4 Qualification Content

Candidates must achieve all of the following mandatory units:

Unit	Credit	Title
003	4	Develop interactions with advice and guidance clients
014	4	Manage personal case load
016	3	Evaluate and develop own contribution to the service
018	3	Operate within networks
030	3	Understand importance of legislation and procedures

Candidates must also select a minimum of 20 credits from Group 2:

Unit	Credit	Title
002	3	Support clients to make use of the advice and guidance service
005	3	Assist advice and guidance clients on a course of action
006	6	Prepare clients through advice and guidance for the implementation of a course of action
007	6	Assist clients through advice and guidance to review their achievement of a course of action
008	6	Advocate on behalf of advice and guidance clients
009	5	Prepare to represent advice and guidance clients in formal proceedings
010	3	Present cases for advice and guidance clients in formal proceedings
011	3	Negotiate on behalf of advice and guidance clients
012	5	Liaise with other services
013	4	Enable advice and guidance clients to access referral opportunities
019	3	Undertake research for the service and its clients
020	4	Design information materials for use in the service
021	3	Provide and maintain information materials for use in the service
022	4	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation
024	4	Integrate Careers Education Guidance (CEG) within the curriculum
025	3	Promote Careers Education Guidance (CEG)
026	3	Negotiate and maintain service agreements
027	3	Facilitate learning in groups
028	4	Prepare and set up mediation
029	8	Stage and manage the mediation process
033	3	Enable learning through demonstrations and instructions
034	5	Provide support for other practitioners

Before you apply...

You might find the following information helpful before applying.

1

Delivery Methods

You will be allocated a qualified and competent Assessor who will visit you in the workplace on a monthly basis to conduct observations of your work and set you tasks to complete. Assessor visits last approximately 2 hours per session. Learners may also be required to attend workshops to cover some of the knowledge units within their qualification but these will be planned in advance.

2

Recognition of Prior Learning (RPL)

If you have previously completed any work-based qualifications or units, any relevant work (evidenced by copies of certificates) can be mapped across to this qualification to avoid duplication of work. Your allocated Assessor will go through RPL with you in more depth during your induction.

3

E-Portfolio

To help you manage your course we use an online portfolio system called Smart Assessor which allows you to log on and see how you are progressing. Smart Assessor also allows you to upload evidence and interact with your Assessor in-between visits. You can access Smart Assessor at any time and submit queries, questions or even work for your Assessor to review.

4

Essential Skills

Welsh Government is committed to raising the levels of Essential Skills across Wales. Therefore, Communication, Digital Literacy and Application of Number qualifications are an integral element to the funded Apprenticeship frameworks. These are usually delivered via workshops at one of Educ8's centres and will be planned well in advance.

**N.B If you have completed Essential Skills previously or are able to provide other suitable proxies, you may be exempt from completing these qualifications.*

Get in Touch!

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