

Name of Regulated Qualification: BIIAB Level 3 NVQ Certificate in Advice and Guidance (QCF)

Level: 3

Ofqual Qualification accreditation number: 601/7407/9

Minimum credits (Size): 21

Overview

What is the main (primary) purpose of this qualification?

- To confirm you are occupationally competent

What other purposes does the qualification serve?

- To confirm you are occupationally competent in an advice and guidance role to the standards required

What job role will it help me enter?

This qualification will provide you with required knowledge, understanding and skills to work in a variety of job roles that involve the provision of advice and guidance. The qualification may help you to obtain a job, or improve your knowledge and skills in relation to your role.

Examples of the job roles that may require competence in advice and guidance include:

- Tutor (e.g. in a Further Education College)
- Support Officer/Worker

What is the minimum and maximum amount of learning that directly relates to an advice and guidance role?

- All 21 credits relate directly to the knowledge, understanding and skills required for an advice and guidance role (1 credit is roughly equivalent to 10 hours of learning time).

Who is it for?

This qualification is for those looking to demonstrate their competence to work in a role involving the provision of advice and guidance.

You should seek to undertake this qualification if you are:

- employed/volunteering in a role requiring knowledge, skills and competence in advice and guidance

If you wish to undertake training on the job this is an ideal advice and guidance qualification for you.

How will the qualification meet its purpose?

This qualification provides you with knowledge, understanding and skills about advice and guidance at level 3. It provides evidence that you possess the competence required for various job roles at level 3 that involve the provision of advice and guidance.

Is this qualification at the right level for me?

You should do a Level 3 qualification if you feel you can:

- identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity
- take responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgment within limited parameters
- be aware of different perspectives or approaches within an area of study or work
- manage others

If you feel that you are able to do some of the above but not all (eg perhaps you may not feel ready to assume responsibility for tasks/manage others) you should consider undertaking a Level 2 qualification such as the BIIAB Level 2 Certificate in Supporting Teaching and Learning in Schools (QCF).

If you feel that this may be too easy for you (eg perhaps you already manage other team members, or you already hold a Level 3 qualification), you could look to do a higher level qualification such as the BIIAB Level 4 NVQ Diploma in Advice and Guidance (QCF).

Is this qualification in an apprenticeship?

No.

How long will this qualification take me?

The qualification requires 132 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes) and approximately 210 hours in total (1 credit is roughly equivalent to 10 hours of learning time). Some people learn more quickly or are more experienced than others so it may take you more or less time than 210 hours to achieve this qualification.

Is this the right qualification in this subject area for me?

You should seek to undertake this qualification if you are employed/volunteering in a role requiring knowledge, skills and competence in advice and guidance.

If, for example, you are already managing other team members, or you already hold a Level 3 qualification, you should look to do the higher level qualification which is the BIIAB Level 4 NVQ Diploma in Advice and Guidance (QCF).

Is this the right size qualification for me?

- BIIAB only offer a Certificate size NVQ qualification in this specific area at this level; this qualification has been deemed to be required to demonstrate occupational competence in an advice and guidance role at this level.
- You should do this Certificate sized qualification if you are prepared to undertake approximately 210 hours in total to achieve this qualification. If you feel 210 hours is too much of a commitment at this time, you could consider focussing on selecting individual units from this qualification instead

Are there any requirements to do this qualification?

- You should be employed in a role requiring knowledge, skills and competence in advice and guidance
- You should have the ability to achieve the qualification (after learning and training).

At what age can I take this qualification?

This qualification is suitable for learners who are:

- 16-18

- 19+

What does this qualification cover?

Overall: Knowledge, understanding and skills about advice and guidance.

Mandatory units: You will be assessed on the following areas:

- Establish communication with clients for advice and guidance
- Support clients to make use of the advice and guidance service
- Review own contribution to the service
- Understand the importance of legislation and procedures

Optional units: You must also choose optional units from the following list of units:

- Develop interactions with advice and guidance clients
- Interact with clients using a range of media
- Assist advice and guidance clients to decide on a course of action
- Prepare clients through advice and guidance for the implementation of a course of action
- Assist clients through advice and guidance to review their achievement of a course of action
- Negotiate on behalf of advice and guidance clients
- Liaise with other services
- Enable advice and guidance clients to access referral opportunities
- Manage personal case load
- Evaluate and develop own contribution to the service
- Operate within networks
- Provide and maintain information materials for use in the service
- Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation
- Promote Careers Education Guidance (CEG)
- Facilitate learning in groups

Your choice of optional units will reflect the role in which you wish to work and your areas of interest.

Framework: This qualification is accredited on the Qualifications and Credit Framework (QCF).

What could this qualification lead to?

This qualification shows you have level 3 knowledge, understanding and skills about advice and guidance which is important for many roles. It may help you to get a job, to improve your performance at work or get promoted into a higher role such as Family Support Officer or Employment Engagement Officer.

If, upon completion, you wish to focus on obtaining knowledge, understanding and skills about advice and guidance and proceed to a higher level of learning then the following qualification may be suitable for you:

- BIIAB Level 4 NVQ Diploma in Advice and Guidance (QCF)

Who supports this qualification?

This qualification is supported for SFA funding by a number of employers including:

- JTJ Workplace Solutions
- Release Potential
- Specialist Recruitment Partners
- Aspiration Training Limited
- Total Protection (UK) Limited

This qualification is typically delivered by providers to their staff. As such while the respondents are training providers their letters are supplied in the context of employers. These letters of support are available [here](#).

The regulation of this qualification was supported by the following:

- In-Comm
- Virgin Media

These letters of support are available upon request from qualifications@bii.org

Official Regulated Purpose (for centre use):

Ofqual Purpose D. Confirm occupational competence and/or 'licence to practice'

Ofqual Sub Purpose D1. Confirm competence in an occupational role to the standards required