



A bit of advice and guidance if you're looking for...

...Advice and Guidance qualifications!

BIIAB LEVEL 3 CERTIFICATE IN ADVICE AND GUIDANCE

We advise staff who are new to offering advice and guidance and/or want an all-round knowledge of the advice and guidance process to choose the Level 3 qualification. The qualification is for those staff who offer information, advice and guidance on a range of topics and issues.

BIIAB LEVEL 4 DIPLOMA IN ADVICE AND GUIDANCE

The Level 4 qualification is geared at practitioners who are more experienced in the advice and guidance sector. If you're offering in-depth information, advice and guidance on a range of topics, this is the qualification for you. If you oversee other staff and are involved in multi-agency working, the Level 4 is entirely appropriate.

Below is an overview of the two Advice and Guidance qualifications. The tables highlight the Mandatory Units that must be achieved and the Optional Units. Some organisations choose the Optional Units for their staff in order to develop their teams and to meet business objectives.

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Qualifications Structure

To achieve the **Level 3 Certificate**, you must achieve a total of 21 credits made up as follows: Four Mandatory Units adding up to 12 credits. Optional Units adding up to a minimum of 9 credits. A minimum of 3 Credits must be at Level 3. The table below explains all:

Mandatory Units	Unit Title	Credit/Level
1	Establish communication with clients for advice and guidance	Credit 3 L3
2	Support clients to make use of the advice and guidance service	Credit 3 L2
3	Review own contribution to the service	Credit 3 L3
4	Understand importance of legislation and procedures	Credit 3 L3
Optional Units	Unit Title	Credit/Level
5	Develop interactions with advice and guidance clients	Credit 4 L3
6	Interact with clients using a range of media	Credit 3 L2
7	Assist advice and guidance clients to decide on a course of action	Credit 3 L4
8	Prepare clients through advice and guidance for the implementation of a course of action	Credit 3 L4
9	Assist clients through advice and guidance to review their achievement of a course of action	Credit 3 L4
10	Negotiate on behalf of advice and guidance clients	Credit 5 L5
11	Liaise with other services	Credit 3 L3
12	Enable advice and guidance clients to access referral opportunities	Credit 3 L3
13	Manage personal case load	Credit 4 L4
14	Evaluate and develop own contribution to the service	Credit 3 L4
15	Operate within networks	Credit 3 L4
16	Provide and maintain information materials for use in the service	Credit 3 L4
17	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation	Credit 4 L5
18	Promote Careers Education Guidance (CEG)	Credit 3 L3
19	Facilitate learning in groups	Credit 3 L4
20	Enable learning through demonstrations and instructions	Credit 3 L3
21	Ensure your own actions reduce risks to health and safety	Credit 4 L2

Qualifications Structure

To achieve the **Level 4 Diploma** candidates must achieve a total of 37 credits made up as follows: Five Mandatory Units adding up to 17 credits. Optional Units adding up to 20 credits. A minimum of 9 credits **MUST** be at Level 4. The table below explains all:

Mandatory Units	Unit Title	Credit/Level
1	Develop interactions with advice and guidance clients	Credit 4 L3
2	Manage personal case load	Credit 4 L4
3	Evaluate and develop own contribution to the service	Credit 3 L4
4	Operate within networks	Credit 3 L4
5	Understand importance of legislation and procedures	Credit 3 L3
Optional Units	Unit Title	Credit/Level
6	Support clients to make use of the advice and guidance service	Credit 3 L2
7	Assist advice and guidance clients to decide on a course of action	Credit 3 L4
8	Prepare clients through advice and guidance for the implementation of a course of action	Credit 3 L4
9	Assist clients through advice and guidance to review their achievement of a course of action	Credit 3 L4
10	Advocate on behalf of advice and guidance clients	Credit 6 L5
11	Prepare to represent advice and guidance clients in formal proceedings	Credit 6 L5
12	Present cases for advice and guidance clients in formal proceedings	Credit 6 L5
13	Negotiate on behalf of advice and guidance clients	Credit 5 L5
14	Liaise with other services	Credit 3 L3
15	Enable advice and guidance clients to access referral opportunities	Credit 3 L3
16	Provide support for other practitioners	Credit 5 L4
17	Undertake research for the service and its clients	Credit 5 L4
18	Design information materials for use in the service	Credit 4 L4
19	Provide & maintain information materials for use in the service	Credit 3 L4
20	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation	Credit 4 L5
21	Integrate Careers Education Guidance (CEG) within the curriculum	Credit 4 L4
22	Promote Careers Education Guidance (CEG)	Credit 3 L3
23	Negotiate and maintain service agreements	Credit 3 L4
24	Facilitate learning in groups	Credit 3 L4
25	Prepare and set up mediation	Credit 4 L4
26	Stage and manage the mediation process	Credit 8 L5
27	Enable learning through demonstrations and instructions	Credit 3 L3

How to achieve your qualification with AC Training

We'll have a phone/email conversation first to determine if the qualification is right for you. We have a Skills Scan document which also helps with this process. Then, you'll complete a registration form which identifies any learning needs and previous experience. We also use your information to register you with BIIAB. All your details are kept securely – we don't sell them on.

Following your induction, you'll be allocated an assessor and together you'll plan which of the mandatory units you'd like to start first. Later down the line, you'll choose your optional units. (Some companies choose the Optional Units for their staff to develop their teams and support the achievement of business goals).

We use the full range of assessment methods. These include typed assignments, professional discussions, witness testimonies and observations (at least two at your place of work or via virtual platforms if you have the technology and your clients' permission). This will be supported by product evidence as appropriate. You choose the assessment methods that suit your learning style. Level 3 takes between 6 and 9 months to complete. Level 4 takes between 6-12 months to complete. (However, you can complete it sooner if you're super motivated!).

You'll get monthly coaching support from your assessor. Our learners won't say: "I never hear from my Assessor!" We're proud of our personal touch, level of support and how accessible we are. These elements have helped us achieve our 100% pass rate!

You will also have access to virtual workshops lasting 2-3 hours covering skills and theory development.

The benefits of undertaking your qualification with us...

We're a well-respected ILM, OCR, NCFE and BIIAB Centre offering a range of programmes.

- We have 'Direct Claims Status' on all our advice and guidance qualifications. This means, our awarding body (OCR) is so confident about the quality of our delivery, we don't have to wait for external quality assurance visits for final portfolio sign-off and we can apply directly for certificates.
- Our fully qualified assessors and internal quality assurance staff come from a range of professional backgrounds with many years of sector-specific knowledge and skills.
- We use an e-portfolio system, Qualls Direct, which is easy to access and for which you will be supported to use. We pride ourselves on our innovative, interactive and flexible delivery methods to suit all learning styles.
- We bespoke our programmes to meet individual and organisational needs.
- We've researched the marketplace and believe our programmes are cost-effective without compromising on levels of quality and support.
- We're passionate about Continuing Professional Development. Our staff regularly access training opportunities to ensure your staff have the very latest information from the sector.

Costs

The cost of the Advice and Guidance Level 3 Certificate is £950+VAT.

The cost of the Advice and Guidance Level 4 Diploma is £1300+VAT.

Sounds great! Where do I sign up?

Please contact:-

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OR

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