

## Certificate/Diploma in Advice & Guidance Level 3/4

### Entry Requirements

No formal entry requirements. Learners may find it useful if they already have a Level 2 qualification. You must possess English language skills appropriate for the course. A full initial assessment will be carried out to identify any needs you may have.

### Aim

To provide the knowledge required to work with legislative and procedural frameworks, understanding and promoting careers education guidance within organisations and working with other services through negotiation, liaison and referral.

### Course Content

You can choose the qualification that demonstrates the specialist knowledge and skills you have developed, such as:

- Understanding legislation and procedures
- Negotiating on behalf of clients
- Providing and maintaining information materials.

The **Level 3 Certificate** is for those in a role which involves providing advice and guidance directly to clients, reporting to line management as well as associated services. They may also supervise and support other staff members.

The **Level 4 Diploma** supports those in a role which involves providing specialist advice and guidance to clients, reporting to senior management, networking with associated services as well as, negotiating, training, evaluating and developing the service provision. On completion learners achieving the Level 3 Certificate may progress to higher levels of qualification such as the Level 4 Diploma in Advice and Guidance and the Level 4 Diploma in Career Information and Advice.

### Timetable

Typically 2 days a week for around 30 weeks

### Start Date

September, January and April (but you may be able to join a class at other times)

### Fees

Check website for latest pricing.

### Assessment

This is a competence-based qualification which is internally assessed through a portfolio of evidence and externally quality assured.

### Progression

Higher levels of Advice & Guidance courses

### Qualification

City & Guilds Certificate/Diploma in Advice & Guidance Level 3/4

### Contact Details

Community Revival UK  
2 Selborne Road  
Chorlton  
Manchester M21 0BL

Tel: +44 (0)161 881 1828 or message +44 (0)7716 758963