

TALK

ADVICE AND

GUIDANCE

QUALIFICATIONS

TALK
OCR



OVERVIEW

This guide shows the evidence that an individual will have from certificated units of the NVQ Level 3 in Advice and Guidance which can contribute as evidence to meet the assessment criteria of the QCF Level 4 Diploma in Career Information and Advice.

In order for this evidence to be acceptable, the individual will need to have completed the NVQ units in a career-related context.

If knowledge can be inferred from practical application, this has been taken into consideration within the guide.

DEFINITIONS OF COVERAGE

Coverage of the assessment criteria by the performance criteria or knowledge/understanding from the NVQ is classed as one from **full**, **partial** or **none**.

Full:

Where the candidate has successfully completed the NVQ unit, it can be accredited against the particular assessment criterion.

Partial:

Where the candidate has evidence from the NVQ unit that could be used to contribute towards this assessment criterion, however additional evidence would be required. Where this is the case, a suggestion is provided as to how this additional evidence could be provided but this is not prescriptive and the candidate and assessor could agree an alternative method.

None:

The performance criteria or knowledge/understanding from the NVQ does not cover the assessment criteria of the Level 4 Diploma.

LEVEL 4 DIPLOMA IN ADVICE AND GUIDANCE

Mandatory units

Preparing to work in the career information, advice and guidance sector

Partial coverage

Reflecting on practice and continuous professional development

Partial coverage

Career choice theories and concepts to support clients

Partial coverage

Meeting the career-related information needs of clients

Partial coverage

Interview clients to determine their need for career information, advice and guidance

Partial coverage

Optional units



LEVEL 4 DIPLOMA IN ADVICE AND GUIDANCE

Optional units

Explore and agree how to meet the career-related needs of clients	Partial coverage
Assist clients to apply for learning, training and work	No coverage
Assist clients to review the achievement of career-related actions	Partial coverage
Evaluate service provision	No coverage
Engage with support networks to help clients to meet their career-related needs	No coverage
Provide ongoing support to clients	No coverage
Plan and deliver career-related learning in groups	Partial coverage
Obtain and organise career-related information to support clients	No coverage
Prepare to deliver services to clients in an outreach setting	No coverage
Promote career-related learning to clients	No coverage
Refer clients to sources of specialist support to meet their needs	Partial coverage
Source, evaluate and use Labour Market Information with clients	No coverage
Understand how to support specific client groups to overcome barriers to learning, training and work	No coverage
Operate within networks to support the delivery of the service	Partial coverage
Negotiate on behalf of clients	Partial coverage
Use diagnostic and assessment tools with clients	No coverage
Advocate on behalf of clients	No coverage
Undertake research on behalf of the service	No coverage

Mandatory units



Unit: Preparing to work in the career information, advice and guidance sector

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the career information, advice and guidance sector	AC 1.1 AG 15.2.5 i,j,k	Partial	Statement to cover how the organisation fits into the career information, advice and guidance sector.
	AC 1.2 AG 15.2.6 l,m	Partial	Statement on policies and any trends and developments since undertook the NVQ unit.
	AC 1.3	None	
	AC 1.4	None	
Learning Outcome: 2 Understand own careers information, advice and guidance organisation	AC 2.1	None	
	AC 2.2	None	
Learning Outcome: 3 Understand roles within the careers information, advice and guidance organisation	AC 3.1	None	
	AC 3.2 AG 15.1.3 e, f	Partial	Statement needed on boundaries
	AC 3.3	None	
Learning Outcome: 4 Understand working practices within the careers information, advice and guidance organisation	AC 4.1	None	
	AC 4.2	None	
	AC 4.3 Unit H&S A all	Full	
	AC 4.4 AG 23.10 r / AG 3.1.2 c, d / AG 3.3.9 j, k, l / AG 4.23.7 j, k, l / AG 5.3.11 r, s, t / AG 6.2.7 k, l, m / AG 11.1.8 j, k / AG 11.2.8 o, p / AG 12.2.7 l, m / AG 12.3.9 q, r / AG 13.2.10 r, s	Full if any of these units have been successfully completed	
Learning Outcome: 5 Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	AC 5.1 AG 2.1.5 m, n, o, p / AG 3.1.9 r, s, t, u / AG 4.1.8 p, q, r, s / AG 5.1.11 r, s, t, u / AG 6.1.9 n, o, p, q / AG 7.1.8 q, r, s, AG 11.4 e, f, g, h / AG 12.1.8 o, p, q, r / AG 12.2.3 c, d, e, f / AG 13.1.8 m, n, o, p / AG 15.1.6 k, l, m, n / AG 21.1.2 f, g, h, i / AG 21.2.3 c, d, e, f / AG 21.3.11 r, s, t, u	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact
	AC 5.2 AG 16.3.1 a, b, c / AG 16.3.2 / AG 16.3.3	None	
Learning Outcome: 6 Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	AC 6.1	None	
	AC 6.2	None	

Unit: Reflecting on practice and continuous professional development

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand methods used to reflect on practice	AC 1.1 AG 15.1.1 a	Partial	Statement to cover evaluation of different methods
	AC 1.2 AG 15.1 all	Partial	Statement to cover analysis of the application
Learning Outcome: 2 Understand the need for continuous professional development activity	AC 2.1 AG 15.2 all	Partial	Statement to cover analysis of the role of CPD
	AC 2.2 15.2.7	Partial	Statement to cover evaluation of approaches and activities
Learning Outcome: 3 Be able to reflect on own practice as a career information, advice and guidance professional	AC 3.1 AG 15.1 all	Full	
	AC 3.2 AG 15.1 all / AG 15.2 all	Full	
	AC 3.3 AG 15.1.6 k, l, m, n	Full	
Learning Outcome: 4 Be able to meet own continuous professional development needs	AC 4.1 AG 15.1.7	Partial	Statement to cover analysis of the outcomes
	AC 4.2 AG 15.2.3	Full	
	AC 4.3 AG 15.2.7	Full	
	AC 4.4 AG 15.2.8	Full	

Unit: Career choice theories and concepts to support clients

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand career choice theories	AC 1.1	None	
	AC 1.2 AG 5.2.1 a, b, c / AG 5.3.5 h	Partial	Statement to cover analysis and different aspects of career decision making
	AC 1.3	None	
Learning Outcome: 2 Understand the concepts and techniques used to support and empower clients	AC 2.1	None	
	AC 2.2 AG 3.1.3 e / AG 3.1.4 g, h, i / AG 3.1.6 l, m / AG 5.1.3, 4, 5 d – i	Partial	Statement to cover analysis
	AC 2.3 AG 5.2.1 a, b, c / AG 5.3.3 e / AG 5.3.5 h / AG 6.1.1 a /AG 6.3.1 a	Partial	Statement to cover evaluation
	AC 2.4	None	
Learning Outcome: 3 Understand the role of motivation and raising of aspirations in meeting the needs of clients	AC 3.1	None	
	AC 3.2	None	
Learning Outcome: 4 Understand the practitioner’s role in motivating and raising the aspirations of clients	AC 4.1	None	
	AC 4.2	None	
	AC 4.3	None	

Unit: Meeting the career-related information needs of clients

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand sources of career-related information	AC 1.1 AG 21.1.1 a, b, c, d / AG 21.1.2 f, g, h, i	Partial	Statement to cover evaluation
	AC 1.2	None	
	AC 1.3 AG21.1.4 m / AG 21.3.1 a / AG 21.3.5 h, i	Partial	Statement to cover evaluation of ways
Learning Outcome: 2 Be able to support clients' access and use of career-related information	AC 2.1 AG 2.3.1, 2, 3 a - e	Full	
	AC 2.2 AG 2.3.2.b	Full	
	AC 2.3 AG 2.3.2 b / AG 2.3.3 d / AG 2.3.5 h / AG 2.3.6 i / AG 2.3.7 j, k, l,m	Full	
	AC 2.4 AG 2.3.5 h / AG 2.3.6 i / AG 2.3.7 j - m	Full	
	AC 2.5 AG 2.3.10 p, q, r	Full	
Learning Outcome: 3 Be able to signpost clients to external sources of career-related information in accordance with organisational procedures	AC 3.1 AG 2.3.8 n	Full	
	AC 3.2 AG 2.3.8 n	Full	

Unit: Interview clients to determine their need for career information, advice and guidance

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the skills required to interview clients to establish their career information, advice and guidance needs	AC 1.1 AG 1.1.2 e	Partial	Statement needed to cover all types of interview skills
	AC 1.2 AG 1.1.4 j, k, l / AG 4.1.7 l, m, n, o / AG 5.1.1 a	Full	
Learning Outcome: 2 Understand the use of different media to communicate with clients	AC 2.1	None	
	AC 2.2 AG 4.1.1, 2, 3, 5, 6, 7	Full	
Learning Outcome: 3 Be able to interview clients to determine their needs for careers information, advice and guidance	AC 3.1 AG 2.1.1, 2, 3, 4, 5 / AG 2.2.1, 2, 3 / AG 3.1.3 e, f	Full	
	AC 3.2 AG 1.1.4 j, k, l / AG 4.1.7 l, m, n, o / AG 5.1.1 a	Full	
Learning Outcome: 4 Be able to identify client career information, advice and guidance needs	AC 4.1 AAG 2.1.1 a, b / AG 2.2.1 a, b, c, d / AG 3.1.4 g, h, i	Full	
	AC 4.2 AG 3.2.5 j / AG 3.2.7 m	Full	
	AC 4.3 AG 2.1.3 i / AG 2.2.1, 2, 3 / AG 3.3.3 d / AG 3.3.5 f / AG 3.3.6 g / AG 3.3.7 h / AG 3.3.8 i	Full	
	AC 4.4 AG 2.2.4 j, k, l / AG 3.3.9 j, k, l	Full	

Unit: Explore and agree how to meet the career-related needs of clients

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand techniques to explore the career-related needs of clients	AC 1.1 AG 3.1.4 g, h, i / AG 3.1.5 j, k / AG 3.1.6 l, m / AG 3.1.7 n, o	Partial	Statement to cover evaluation of the techniques that are used
Learning Outcome: 2 Understand techniques to agree options to meet the career-related needs of clients	AC 2.1 AG 5.1.3 d / AG 5.1.6 j, k, l	Partial	Statement to cover evaluation of the techniques that are used
	AC 2.2 AG 5.2.1 a, b, c / AG 5.2.7 k / AG 5.3.3.e / AG 5.3.3 h	Partial	Statement to cover analysis
Learning Outcome: 3 Be able to agree client career-related needs	AC 3.1 AG 3.1.4, 5, 6	Full	
	AC 3.2 AG 5.1.3 d / AG 5.1.5 i / AG 5.1.6 j, k, l / AG 5.1.8 o / AG 5.1.9 p / AG 5.1.10 q / AG 5.2.4 f, g / AG 5.2.7 k, l / AG 5.2.9 n, o	Full	
	AC 3.3	None	
Learning Outcome: 4 Be able to agree plans with clients to meet their career-related needs	AC 4.1 AG 5.3.5 h, i	Full	
	AC 4.2 AG 6.1.1 / AG 6.2.1, 2, 3, 4, 5, 6, 7	Full	
	AC 4.3 AG 6.3.2 c, d / AG 6.3.3 e, f	Full	
	AC 4.4 AG 6.2.7 k, l, m	Full	

Unit: Assist clients to review the achievement of career-related actions

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand techniques to support clients to review the achievement of career-related actions	AC 1.1 AG 7.1.1 a	Full	
Learning Outcome: 2 Be able to support client review of career-related actions	AC 2.1 AG 7.1 all	Full	
	AC 2.2	None	
	AC 2.3 AG 5.2 all / AG 5.3 all / AG 6.1 all	Full	
	AC 2.4 AG 6.2.7	Full	

Unit: Plan and deliver career-related learning in groups

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand theories of how people learn in groups	AC 1.1 AG 27.1.5 i	Partial	Statement to cover analysis of theories
	AC 1.2 AG 27.2.9 k	Full	
Learning Outcome: 2 Understand how to plan and deliver career-related learning in groups to meet needs	AC 2.1 AG 27.2 all	Partial	Statement on evaluation of different delivery methods and resources
	AC 2.2 AG 27.2.1 a / AG 27.2.2 c / AG 27.2.4 e	Partial	Statement on how to plan and resource group sessions in advance of the sessions being run
	AC 2.3 AG 27.1.3 d, e, f / AG 27.1.4 g, h / AG 27.1.5 i / AG 27.1.6 k / AG 27.1.7 l / AG 27.1.8	Full	
	AC 2.4 AG 27.1.1 a / AG 27.1.3 d, e, f / AG 27.1.4 g, h	Partial	
Learning Outcome: 3 Be able to plan career-related learning in groups	AC 3.1 AG 27.2.1	Partial	
	AC 3.2	None	
Learning Outcome: 4 Be able to deliver career-related learning in groups	AC 4.1 AG 27.1.1	Full	
	AC 4.2 AG 27.1.3	Full	
	AC 4.3 AG 19.1.3 c, d	Full	
Learning Outcome: 5 Be able to evaluate career-related learning in groups	AC 5.1 AG 27.2.6	Partial	Statement on evaluation of the group work involving the clients
	AC 5.2	None	

Unit: Refer clients to sources of specialist support to meet their needs

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the nature and role of specialist support for clients to meet career-related needs	AC 1.1 AG 13.1.2	Partial	Statement to cover evaluation of the specialist support available
	AC 1.2 AG 13.1.1 b, c / AG 13.1.5 i, j	Full	
Learning Outcome: 2 Be able to refer clients to sources of specialist support	AC 2.1 AG 13.2.1 / AG 13.2.2	Full	
	AC 2.2 AG 13.3.3, 4, 5, 6	Full	
	AC 2.3 AG 13.3.10	Full	

Unit: Operate within networks to support the delivery of the service

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the networks supporting the delivery of the careers-related organisation	AC 1.1	None	
	AC 1.2	None	
	AC 1.3	None	
	AC 1.4	None	
	AC 1.5	None	
Learning Outcome: 2 Be able to network with other agencies	AC 2.1	None	
	AC 2.2 AG 12.2 all / AG 12.3 all	Full	
	AC 2.3 AG 12.2.7 / AG 12.3.9	Full	

Unit: Negotiate on behalf of clients

	Covered by NVQ Level 3 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the principles and practice of negotiation	AC 1.1	None	
	AC 1.2 AG 11.1 b	Full	
Learning Outcome: 2 Understand the role and purpose of negotiation on behalf of clients	AC 2.1 AG 11.1 b	Partial	Statement to cover analysis
	AC 2.2	None	
	AC 2.3	None	
	AC 2.4	None	
Learning Outcome: 3 Be able to negotiate on behalf of clients to meet their career-related needs	AC 3.1 AG 11.1.1 / AG 11.1.3 / AG 11.2.5	Full	
	AC 3.2 AG 11.1 all	Full	
	AC 3.3 AG 11.1.6 / AG 11.2.1	Full	
	AC 3.4 AG 11.1.5	Full	
	AC 3.5 AG 11.1.8 / AG 11.2.8	Full	



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Telephone 024 76 851509

Facsimile 024 76 851633

vocational.qualifications@ocr.org.uk

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