

Qualification Specification

Focus Awards Level 3 Certificate in Advice and Guidance (RQF)

601/7666/0



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Focus Awards Level 3 Certificate in Advice and Guidance (RQF)

Qualification Details

QRN: 601/7666/0

Credit: 21

GLH: 132-144

TQT: 210

Qualification Purpose

The Focus Awards Level 3 NVQ Certificate in Advice and Guidance (RQF) is aimed at those learners working in an environment that provides advice and guidance to clients. The qualification confirms occupational competence in this sector.

The purpose of the Focus Awards Level 3 NVQ Certificate in Advice and Guidance (RQF) is to develop the skills learners require when interacting and communicating with clients and supporting them within the legislative and procedural frameworks.

Learner Entry Requirements

Learners should be competent in literacy and numeracy to help with elements of communication. This is at the discretion of the centre as they may decide to use diagnostic testing methods to ascertain how they can support learners.

Age Ranges

Learners should be 18 (minimum) to undertake this qualification

Geographical Coverage

This qualification is available in England and Northern Ireland.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'.

Assessment Methods

The Focus Awards Level 3 NVQ Certificate in Advice and Guidance (RQF) is **internally assessed**.

Each learner is required to create a portfolio of evidence which demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include;

- Observed work
- Witness statements
- Audio- visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence must be cross referenced to unit outcomes, simulation is not allowed in all units.

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Focus Awards Level 4 NVQ Diploma in Advice and Guidance (RQF)

Useful websites and supporting materials

- www.focusawards.org.uk/supportingmaterials
- ofqual.gov.uk

National Occupational Standards

Focus Awards has mapped to NOS where they exist.

Qualification Structure/Rules of Combination

Learners must achieve **12 credits from the mandatory units** with the remaining minimum of **9 credits from the optional units** totalling **21 credits**.

Unit Title	Unit Ref	Level	GLH	Credit
Mandatory Units				
Establish communication with clients for advice and guidance	J/602/5138	3	20	3

Support clients to make use of the advice and guidance service	L/602/5139	2	20	3
Review own contribution to the service	Y/602/5192	3	20	3
Understand the importance of legislation and procedures	R/602/5210	3	24	3
Optional Units				
Develop interactions with advice and guidance clients	F/602/5140	3	25	4
Interact with clients using a range of media	J/602/5141	2	20	3
Assist advice and guidance clients to decide on a course of action	R/602/5143	4	20	3
Prepare clients through advice and guidance for the implementation of a course of action	A/602/5153	4	20	3
Assist clients through advice and guidance to review their achievement of a course of action	J/602/5172	4	20	3
Negotiate on behalf of advice and guidance clients	M/602/5182	5	35	5
Manage personal case load	Y/602/5189	4	20	4
Evaluate and develop own contribution to the service	H/602/5194	4	20	3
Operate within networks	F/602/5199	4	20	3
Provide and maintain information materials for use in the service	T/602/5202	4	15	3

Requirements for Tutors:

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for assessors:

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA):

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.