



The Qualification Structure in Advice and Guidance comprises one National Vocational Qualification or Scottish Vocational Qualification each at Levels 2, 3 and 4

Level 3 in Advice and Guidance

6 Units: 3 Mandatory Units and 3 Optional Units

3 Mandatory Units:

AG 1	Establish communication with clients for advice and guidance
AG 2	Support clients to make use of the advice and guidance service
AG 15	Review own contribution to the service

Plus 3 Optional Units from:

AG 3	Develop interactions with advice and guidance clients
AG 4	Interact with clients using a range of media
AG 5	Assist advice and guidance clients to decide on a course of action
AG 6	Prepare clients through advice and guidance for the implementation of a course of action
AG 7	Assist clients through advice and guidance to review their achievement of a course of action
AG 11	Negotiate on behalf of advice and guidance clients
AG 12	Liaise with other services
AG 13	Enable advice and guidance clients to access referral opportunities
AG 21	Provide and maintain information materials for use in the service
AG 27	Facilitate learning in groups
Health & Safety Unit 'A'	Ensure your own actions reduce risks to health and safety
Work Related Violence Unit W6	Ensure your actions contribute to a positive and safe working environment
Learning & Development Unit L 11	Enable learning through demonstrations and instruction