



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

Level 4 in Advice and Guidance

8 Units: 4 Mandatory and 4 Optional

4 Mandatory Units:

AG 3	Develop interactions with advice and guidance clients
AG 14	Manage personal case load
AG 16	Evaluate and develop own contribution to the service
AG 18	Operate within networks

Plus 4 Optional Units from:

AG 2	Support clients to make use of the advice and guidance service
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 8	Advocate on behalf of advice and guidance clients
AG 9	Prepare to represent advice and guidance clients in formal proceedings
AG 10	Present cases for advice and guidance clients in formal proceedings
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 17	Provide support for other practitioners
AG 19	Undertake research for the service and its clients
AG 20	Design information materials for use in the service
AG 21	Provide and maintain information materials for use in the service
AG 22	Promote the position of Careers Education Guidance (CEG) within the organisation
AG 23	Identify the contribution of Careers Education Guidance (CEG) to the achievement of the organisation's values, aims and objectives
AG 24	Integrate Careers Education Guidance (CEG) within the curriculum
AG 25	Promote Careers Education Guidance (CEG) within the community
AG 26	Negotiate and maintain service agreements
AG 27	Facilitate learning in groups
AG 28	Prepare and set up Mediation
AG 29	Stage the Mediation process
AG 30	Manage the process of Mediation
Work Related Violence Unit W5	Promote a safe and positive working environment
L11	Enable learning through demonstrations and instruction