

#### Level 4 Diploma in Advice and Guidance Qualification Structure

			UAN	Level	GLH	Credit Value
002	Support clients to make use of the advice and guidance service	Optional	L/602/5139	2	20	3
<b>003</b>	<b>Develop interactions with advice and guidance clients</b>	<b>Mandatory</b>	F/602/5140	3	<b>25</b>	<b>4</b>
005	Assist advice and guidance clients to decide on a course of action	Optional	R/602/5143	4	20	3
006	Prepare clients through advice and guidance for the implementation of a course of action	Optional	A/602/5153	4	20	3
007	Assist clients through advice and guidance to review their achievement of a course of action	Optional	J/602/5172	4	20	3
008	Advocate on behalf of advice and guidance clients	Optional	R/602/5174	5	35	6
009	Prepare to represent advice and guidance clients in formal proceedings	Optional	H/602/5177	5	35	6
010	Present cases for advice and guidance clients in formal proceedings	Optional	M/602/5179	5	35	6
011	Negotiate on behalf of advice and guidance clients	Optional	M/602/5182	5	35	5
012	Liaise with other services	Optional	T/602/5183	3	20	3
013	Enable advice and guidance clients to access referral opportunities	Optional	F/602/5185	3	20	3
<b>014</b>	<b>Manage personal case load</b>	<b>Mandatory</b>	Y/602/5189	4	<b>20</b>	<b>4</b>
<b>016</b>	<b>Evaluate and develop own contribution to the service</b>	<b>Mandatory</b>	H/602/5194	4	<b>20</b>	<b>3</b>
<b>018</b>	<b>Operate within networks</b>	<b>Mandatory</b>	F/602/5199	4	<b>20</b>	<b>3</b>
019	Undertake research for the service and it's clients	Optional	K/602/5200	4	40	5
020	Design information materials for use in the service	Optional	M/602/5201	4	25	4
021	Provide and maintain information materials for use in the service	Optional	T/602/5202	4	15	3

022	Identify and promote the contribution of Careers Education Guidance (CEG) within the organisation	Optional	A/602/5203	5	30	4
024	Integrate Careers Education Guidance (CEG) within the curriculum	Optional	F/602/5204	4	30	4
025	Promote Careers Education Guidance (CEG)	Optional	J/602/5205	3	20	3
026	Negotiate and maintain service agreements	Optional	L/602/5206	4	20	3
027	Facilitate learning in groups	Optional	R/602/5207	4	20	3
028	Prepare and set up mediation	Optional	Y/602/5208	4	20	4
029	Stage and manage the mediation process	Optional	D/602/5209	5	30	8
<b>030</b>	<b>Understand the importance of legislation and procedures</b>	<b>Mandatory</b>	<b>R/602/5210</b>	<b>3</b>	<b>24</b>	<b>3</b>
033	Enable learning through demonstrations and instructions	Optional	M/600/9726	3	13	3
034	Provide support for other practitioners	Optional	A/602/5198	4	25	5

### ROC

A total of 37 credits must be achieved.

Mandatory 10 credits @ level 4 and 7 credits @ level 3

PLUS a minimum of 20 credits from within the optional group of units.

Candidates must achieve a minimum of 37 credits. 17 credits from the mandatory group A.

The remaining 20 credits from the optional units in Group B.

A minimum of 19 credits must be from Level 4 units.