

# ADVICE AND GUIDANCE

MAP OF LEVEL 3 NVQ IN ADVICE AND  
GUIDANCE AGAINST THE LEVEL 4 DIPLOMA IN  
CAREER INFORMATION AND ADVICE

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ADVICE AND  
GUIDANCE

## 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 CAREER INFORMATION AND ADVICE

### Mandatory units

Preparing to work in the career information, advice and guidance sector	<b>Partial coverage</b>
Reflecting on practice and continuous professional development	<b>Partial coverage</b>
Career choice theories and concepts to support clients	<b>Partial coverage</b>
Meeting the career-related information needs of clients	<b>Partial coverage</b>
Interview clients to determine their need for career information, advice and guidance	<b>Partial coverage</b>

### Optional units

Map of Level 3 NVQ in Advice and Guidance against the Level 4 Diploma in Career Information and Advice

## LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

### Optional units

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

### Mandatory units

Map of Level 3 NVQ in Advice and Guidance against the Level 4 Diploma in Career Information and Advice

## 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
<b>Learning Outcome: 1</b> Understand the career information, advice and guidance sector	<b>AC 1.1</b> AG 15.2.5 i,j,k	Partial	Statement to cover how the organisation fits into the career information, advice and guidance sector.
	<b>AC 1.2</b> AG 15.2.6 l,m	Partial	Statement on policies and any trends and developments since undertook the NVQ unit.
	<b>AC 1.3</b>	None	
	<b>AC 1.4</b>	None	
<b>Learning Outcome: 2</b> Understand own careers information, advice and guidance organisation	<b>AC 2.1</b>	None	
	<b>AC 2.2</b>	None	
<b>Learning Outcome: 3</b> Understand roles within the careers information, advice and guidance organisation	<b>AC 3.1</b>	None	
	<b>AC 3.2</b> AG 15.1.3 e, f	Partial	Statement needed on boundaries
	<b>AC 3.3</b>	None	
<b>Learning Outcome: 4</b> Understand working practices within the careers information, advice and guidance organisation	<b>AC 4.1</b>	None	
	<b>AC 4.2</b>	None	
	<b>AC 4.3</b> Unit H&S A all	Full	
	<b>AC 4.4</b> 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	
<b>Learning Outcome: 5</b> Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	<b>AC 5.1</b> 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
	<b>AC 5.2</b> AG 16.3.1 a, b, c / AG 16.3.2 / AG 16.3.3	None	
<b>Learning Outcome: 6</b> Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	<b>AC 6.1</b>	None	
	<b>AC 6.2</b>	None	

Map of Level 3 NVQ in Advice and Guidance against the Level 4 Diploma in Career Information and Advice

## 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
<b>Learning Outcome: 1</b> Understand methods used to reflect on practice	<b>AC 1.1</b> AG 15.1.1 a	Partial	Statement to cover evaluation of different methods
	<b>AC 1.2</b> AG 15.1 all	Partial	Statement to cover analysis of the application
<b>Learning Outcome: 2</b> Understand the need for continuous professional development activity	<b>AC 2.1</b> AG 15.2 all	Partial	Statement to cover analysis of the role of CPD
	<b>AC 2.2</b> 15.2.7	Partial	Statement to cover evaluation of approaches and activities
<b>Learning Outcome: 3</b> Be able to reflect on own practice as a career information, advice and guidance professional	<b>AC 3.1</b> AG 15.1 all	Full	
	<b>AC 3.2</b> AG 15.1 all / AG 15.2 all	Full	
	<b>AC 3.3</b> AG 15.1.6 k, l, m, n	Full	
<b>Learning Outcome: 4</b> Be able to meet own continuous professional development needs	<b>AC 4.1</b> AG 15.1.7	Partial	Statement to cover analysis of the outcomes
	<b>AC 4.2</b> AG 15.2.3	Full	
	<b>AC 4.3</b> AG 15.2.7	Full	
	<b>AC 4.4</b> 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
<b>Learning Outcome: 1</b> Understand career choice theories	<b>AC 1.1</b>	None	
	<b>AC 1.2</b> AG 5.2.1 a, b, c / AG 5.3.5 h	Partial	Statement to cover analysis and different aspects of career decision making
	<b>AC 1.3</b>	None	
<b>Learning Outcome: 2</b> Understand the concepts and techniques used to support and empower clients	<b>AC 2.1</b>	None	
	<b>AC 2.2</b> 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
	<b>AC 2.3</b> 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
	<b>AC 2.4</b>	None	
<b>Learning Outcome: 3</b> Understand the role of motivation and raising of aspirations in meeting the needs of clients	<b>AC 3.1</b>	None	
	<b>AC 3.2</b>	None	
<b>Learning Outcome: 4</b> Understand the practitioner’s role in motivating and raising the aspirations of clients	<b>AC 4.1</b>	None	
	<b>AC 4.2</b>	None	
	<b>AC 4.3</b>	None	

Map of Level 3 NVQ in Advice and Guidance against the Level 4 Diploma in Career Information and Advice

## 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
<b>Learning Outcome: 1</b> Understand sources of career-related information	<b>AC 1.1</b> AG 21.1.1 a, b, c, d / AG 21.1.2 f, g, h, i	Partial	Statement to cover evaluation
	<b>AC 1.2</b>	None	
	<b>AC 1.3</b> AG21.1.4 m / AG 21.3.1 a / AG 21.3.5 h, i	Partial	Statement to cover evaluation of ways
<b>Learning Outcome: 2</b> Be able to support clients' access and use of career-related information	<b>AC 2.1</b> AG 2.3.1, 2, 3 a - e	Full	
	<b>AC 2.2</b> AG 2.3.2.b	Full	
	<b>AC 2.3</b> 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	
	<b>AC 2.4</b> AG 2.3.5 h / AG 2.3.6 i / AG 2.3.7 j - m	Full	
	<b>AC 2.5</b> AG 2.3.10 p, q, r	Full	
<b>Learning Outcome: 3</b> Be able to signpost clients to external sources of career-related information in accordance with organisational procedures	<b>AC 3.1</b> AG 2.3.8 n	Full	
	<b>AC 3.2</b> 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
<b>Learning Outcome: 1</b> Understand the skills required to interview clients to establish their career information, advice and guidance needs	<b>AC 1.1</b> AG 1.1.2 e	Partial	Statement needed to cover all types of interview skills
	<b>AC 1.2</b> AG 1.1.4 j, k, l / AG 4.1.7 l, m, n, o / AG 5.1.1 a	Full	
<b>Learning Outcome: 2</b> Understand the use of different media to communicate with clients	<b>AC 2.1</b>	None	
	<b>AC 2.2</b> AG 4.1.1, 2, 3, 5, 6, 7	Full	
<b>Learning Outcome: 3</b> Be able to interview clients to determine their needs for careers information, advice and guidance	<b>AC 3.1</b> AG 2.1.1, 2, 3, 4, 5 / AG 2.2.1, 2, 3 / AG 3.1.3 e, f	Full	
	<b>AC 3.2</b> AG 1.1.4 j, k, l / AG 4.1.7 l, m, n, o / AG 5.1.1 a	Full	
<b>Learning Outcome: 4</b> Be able to identify client career information, advice and guidance needs	<b>AC 4.1</b> AAG 2.1.1 a, b / AG 2.2.1 a, b, c, d / AG 3.1.4 g, h, i	Full	
	<b>AC 4.2</b> AG 3.2.5 j / AG 3.2.7 m	Full	
	<b>AC 4.3</b> 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	
	<b>AC 4.4</b> 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
<b>Learning Outcome: 1</b> Understand techniques to explore the career-related needs of clients	<b>AC 1.1</b> 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
<b>Learning Outcome: 2</b> Understand techniques to agree options to meet the career-related needs of clients	<b>AC 2.1</b> AG 5.1.3 d / AG 5.1.6 j, k, l	Partial	Statement to cover evaluation of the techniques that are used
	<b>AC 2.2</b> 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
<b>Learning Outcome: 3</b> Be able to agree client career-related needs	<b>AC 3.1</b> AG 3.1.4, 5, 6	Full	
	<b>AC 3.2</b> 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	
	<b>AC 3.3</b>	None	
<b>Learning Outcome: 4</b> Be able to agree plans with clients to meet their career-related needs	<b>AC 4.1</b> AG 5.3.5 h, i	Full	
	<b>AC 4.2</b> AG 6.1.1 / AG 6.2.1, 2, 3, 4, 5, 6, 7	Full	
	<b>AC 4.3</b> AG 6.3.2 c, d / AG 6.3.3 e, f	Full	
	<b>AC 4.4</b> 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
<b>Learning Outcome: 1</b> Understand techniques to support clients to review the achievement of career-related actions	<b>AC 1.1</b> AG 7.1.1 a	Full	
<b>Learning Outcome: 2</b> Be able to support client review of career-related actions	<b>AC 2.1</b> AG 7.1 all	Full	
	<b>AC 2.2</b>	None	
	<b>AC 2.3</b> AG 5.2 all / AG 5.3 all / AG 6.1 all	Full	
	<b>AC 2.4</b> AG 6.2.7	Full	

Map of Level 3 NVQ in Advice and Guidance against the Level 4 Diploma in Career Information and Advice

## 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
<b>Learning Outcome: 1</b> Understand theories of how people learn in groups	<b>AC 1.1</b> AG 27.1.5 i	Partial	Statement to cover analysis of theories
	<b>AC 1.2</b> AG 27.2.9 k	Full	
<b>Learning Outcome: 2</b> Understand how to plan and deliver career-related learning in groups to meet needs	<b>AC 2.1</b> AG 27.2 all	Partial	Statement on evaluation of different delivery methods and resources
	<b>AC 2.2</b> 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
	<b>AC 2.3</b> 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	
	<b>AC 2.4</b> AG 27.1.1 a / AG 27.1.3 d, e, f / AG 27.1.4 g, h	Partial	
<b>Learning Outcome: 3</b> Be able to plan career-related learning in groups	<b>AC 3.1</b> AG 27.2.1	Partial	
	<b>AC 3.2</b>	None	
<b>Learning Outcome: 4</b> Be able to deliver career-related learning in groups	<b>AC 4.1</b> AG 27.1.1	Full	
	<b>AC 4.2</b> AG 27.1.3	Full	
	<b>AC 4.3</b> AG 19.1.3 c, d	Full	
<b>Learning Outcome: 5</b> Be able to evaluate career-related learning in groups	<b>AC 5.1</b> AG 27.2.6	Partial	Statement on evaluation of the group work involving the clients
	<b>AC 5.2</b>	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
<b>Learning Outcome: 1</b> Understand the nature and role of specialist support for clients to meet career-related needs	<b>AC 1.1</b> AG 13.1.2	Partial	Statement to cover evaluation of the specialist support available
	<b>AC 1.2</b> AG 13.1.1 b, c / AG 13.1.5 i, j	Full	
<b>Learning Outcome: 2</b> Be able to refer clients to sources of specialist support	<b>AC 2.1</b> AG 13.2.1 / AG 13.2.2	Full	
	<b>AC 2.2</b> AG 13.3.3, 4, 5, 6	Full	
	<b>AC 2.3</b> AG 13.3.10	Full	

Map of Level 3 NVQ in Advice and Guidance against the Level 4 Diploma in Career Information and Advice

## 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
<b>Learning Outcome: 1</b> 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	
<b>Learning Outcome: 2</b> 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
<b>Learning Outcome: 1</b> Understand the principles and practice of negotiation	<b>AC 1.1</b>	None	
	<b>AC 1.2</b> AG 11.1 b	Full	
<b>Learning Outcome: 2</b> Understand the role and purpose of negotiation on behalf of clients	<b>AC 2.1</b> AG 11.1 b	Partial	Statement to cover analysis
	<b>AC 2.2</b>	None	
	<b>AC 2.3</b>	None	
	<b>AC 2.4</b>	None	
<b>Learning Outcome: 3</b> Be able to negotiate on behalf of clients to meet their career-related needs	<b>AC 3.1</b> AG 11.1.1 / AG 11.1.3 / AG 11.2.5	Full	
	<b>AC 3.2</b> AG 11.1 all	Full	
	<b>AC 3.3</b> AG 11.1.6 / AG 11.2.1	Full	
	<b>AC 3.4</b> AG 11.1.5	Full	
	<b>AC 3.5</b> AG 11.1.8 / AG 11.2.8	Full	



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