



Purpose Statement

Level 3 Certificate in Advice and Guidance – 601/7407/9

Overview

The BIIAB Level 3 Certificate in Advice and Guidance has been designed to enable learners to obtain and then demonstrate the knowledge and skills required to work effectively and flexibly within an advice and guidance role at level 3.

This qualification recognises the skills and competences of learners in the workplace and is aimed at practitioners who work directly with clients, disseminating information, and providing advice and guidance. Learners may or may not supervise and support other staff members.

The primary purpose of the qualification is to confirm occupational competence.

This qualification is a stand-alone qualification and does not form part of an Apprenticeship.

This qualification supports progression in a wide range of advice and guidance roles, including:

- > Connexions adviser
- > Business link adviser
- > Citizens Advice Bureau staff member
- > Advice provider within educational institutions
- > Counselling provider
- > Training and human resources personnel
- > Receptionist
- > Administrator

Who is this qualification for?

The BIIAB Level 3 Certificate in Advice and Guidance is designed for learners aged 16+.

BIIAB Qualifications Limited expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

What does the qualification cover?

Learners must achieve a total of 21 credits. This must consist of:

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- > Mandatory Group A minimum credit: 12
- > Mandatory Group B minimum credit: 9

This qualification covers the following units:

Mandatory Group A

- > **Establish communication with clients for advice and guidance** – The purpose of the unit is to enable the learner to establish communication with clients for advice and guidance.
- > **Support clients to make use of the advice and guidance service** – The purpose of the unit is to enable the learner to support clients to make use of the advice and guidance service.
- > **Review own contribution to the service** – The purpose of the unit is to enable the learner to be able to review their own contributions to the service.
- > **Understand the importance of legislation and procedures** – The purpose of the unit is to enable the learner to Understand the importance of legislation and procedures.

Mandatory Group B

- > **Develop interactions with advice and guidance clients** – The purpose of the unit is to enable the learner to develop interactions with advice and guidance clients.
- > **Interact with clients using a range of media** – The purpose of this unit is to enable the learner to interact with clients using a range of media.
- > **Assist advice and guidance clients to decide on a course of action** – The purpose of the unit is to enable the learner to assist advice and guidance clients to decide on a course of action.
- > **Prepare clients through advice and guidance for the implementation of a course of action** – The purpose of this unit is to enable the learner to prepare clients through advice and guidance for the implementation of a course of action.
- > **Assist clients through advice and guidance to review their achievement of a course of action** – This unit provides the learner with the knowledge to assist clients through advice and guidance to review their achievement of a course of action.
- > **Negotiate on behalf of advice and guidance clients** – This unit provides the learner with the knowledge to negotiate on behalf of advice and guidance clients.
- > **Liaise with other services** – This unit provides the learner with the knowledge to be able to liaise with other services.

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- > **Enable advice and guidance clients to access referral opportunities** – This unit provides the learner with the knowledge to enable advice and guidance clients to access referral opportunities.
- > **Manage personal case load** – The purpose of the unit is to enable the learner to be able to manage and prioritise their own case load.
- > **Evaluate and develop own contribution to the service** – The purpose of the unit is to enable the learner to evaluate and develop own contribution to the service.
- > **Operate within networks** – The purpose of the unit is to enable the learner to operate within networks.
- > **Provide and maintain information materials for use in the service** – This unit provides the learner with the knowledge to provide and maintain information materials for use in the service.
- > **Identify and promote the contribution of Careers Education Guidance _CEG_ within the organisation** – This unit provides the learner with the knowledge to identify and promote the contribution of Careers Education Guidance _CEG_ within the organisation.
- > **Promote Careers Education Guidance _CEG_** – This unit provides the learner with the knowledge to promote Careers Education Guidance _CEG_.
- > **Facilitate learning in groups** – This unit provides the learner with the knowledge to be able to facilitate learning in groups.

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

What could this qualification lead to?

This qualification is designed to equip learners with the knowledge and skills to work effectively in an advice and guidance role. It also will allow for a number of progression routes into higher level qualifications, to employment or into other areas of learning.

Achievement of the BIIAB Level 3 Certificate in Advice and Guidance qualification offers opportunities for progression, including:



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- > BIIAB Level 4 Diploma in Advice and Guidance
- > Career progression

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Further Information

Further information on the qualification can be found on the BIIAB Qualifications Limited website www.biiab.co.uk.