

ADVICE AND GUIDANCE

MAP OF LEVEL 4 NVQ IN ADVICE AND GUIDANCE
AGAINST THE LEVEL 6 DIPLOMA IN CAREER
GUIDANCE AND DEVELOPMENT

Click anywhere on this page to continue . . .

ADVICE AND
GUIDANCE

OVERVIEW

This guide shows the evidence that an individual will have from certificated units of the Level 4 Advice and Guidance NVQ and which can contribute as evidence to meet the assessment criteria of the QCF-based Level 6 Career Guidance and Development qualification.

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 do not cover the assessment criteria of the Level 6 Diploma.

LEVEL 6 DIPLOMA IN CAREER GUIDANCE AND DEVELOPMENT

Mandatory units

Preparing to work in the career information, advice and guidance sector	Partial coverage
Reflect on and improve professional practice	Partial coverage
Career guidance theory	No coverage
Agree the purpose of client-centred career guidance interviews and maintain communication with clients	Partial coverage
Explore and agree the career guidance and development needs of clients	Partial coverage
Use career and Labour Market Information with clients	No coverage
Work with other agencies for the benefit of clients and the organisation	Partial coverage

Optional units

LEVEL 6 DIPLOMA IN CAREER GUIDANCE AND DEVELOPMENT

Optional units

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

Mandatory units

Map of Level 4 NVQ in Advice and Guidance against the Level 6 Diploma in Career Guidance and Development

Unit: Preparing to work in the career information, advice and guidance sector

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the career information, advice and guidance sector	AC 1.1 AG 16.1.5 h / AG 16.2.4 g, h	Full	
	AC 1.2 AG 16.1.5 i / AG 16.2.6 l, m	Full	
	AC 1.3	None	
	AC 1.4 AG 16.2.4 g, h, i	Full	
Learning Outcome: 2 Understand own careers information, advice and guidance organisation	AC 2.1 AG 16.1.5 h	Partial	Statement needed to cover values
	AC 2.2	None	
Learning Outcome: 3 Understand roles within the careers information, advice and guidance organisation	AC 3.1	None	
	AC 3.2 AG 16.3.1 / AG 16.3.2 d, e / AG 16.2.3 f, g	Partial	Statement to cover analysis of own role and responsibilities
	AC 3.3	None	
Learning Outcome: 4 Understand working practices within the careers information, advice and guidance organisation	AC 4.1	None	
	AC 4.2 AG 16.1.5 h, i / AG 16.1.7 l / AG 16.1.9 q, r / AG 14.2 all / AG 14.3 all	Full	
	AC 4.3	None	
	AC 4.4 AG 23.10 r / AG 3.1.2 c, d / AG 3.3.9 j, k, l / AG 5.3.11 r, s, t / AG 6.2.7 k, l, m / AG 8.1.6 k, l / AG 9.2.7 m, n / AG 10.2.7 j, k / 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 / AG 14.1 all / AG 14.2.7 AG 18.2.7 l, m	Full if any of these units have been successfully completed	
Learning Outcome: 5 Understand the impact of legislative policy and professional codes of practice on the careers information, advice and guidance organisation	AC 5.1 AG 2.1.5 m, n, o, p / AG 3.1.9 r, s, t, u / AG 5.1.11 r, s, t, u / AG 6.1.9 n, o, p, q / AG 7.1.8 q, r, s / AG 8.1.7 m, n, o, p / AG 8.1.8 n, o, p, q / AG 9.2.8 o, p, q, r / AG 10.1.6 o, p, q, r / 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 14.1.7 l, j, k, l / AG 14.1.8 n, o, p, q / AG 17.2.7 m, n, o, p / AG 18.1.3 d, e, f, g / AG 18.2.5 g, h, i, j / AG 19.1.7 j, k, l / AG 20.5.5 f, g, h, i / AG 26.1.5 g, h, i, j, k / AG 26.2.5 j, k, l	Partial if any of these units have been successfully completed	Statement to cover analysis of the impact
	AC 5.2 AG 16.3.1 a, b, c / AG 16.3.2 / AG 16.3.3	Partial	Statement to cover the range of codes of practice used in the organisation and their impact.
Learning Outcome: 6 Understand the impact of equality, diversity and inclusion in the careers information, advice and guidance organisation	AC 6.1	None	
	AC 6.2	None	

Map of Level 4 NVQ in Advice and Guidance against the Level 6 Diploma in Career Guidance and Development

Unit: Reflect on and improve professional practice

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand reflective practice	AC 1.1	None	
	AC 1.2	None	
Learning Outcome: 2 Understand methodologies used to reflect on practice	AC 2.1 AG 16.1.1 a, b / AG 16.1.2 c, d AG 16.1.3.e	Partial	Statement needed to cover evaluation of the methods used to reflect on professional practice
	AC 2.2 AG 16.1.3.e / AG 16.1.9 q, r	Partial	Statement to cover critical evaluation of the application of reflective practice methodologies on own professional practice
Learning Outcome: 3 Understand the need for continuous professional development as a careers information, advice and guidance practitioner	AC 3.1 AG 16.2 all	Partial	Statement to cover the analysis of the role of continuous professional development in professional updating and improvement of practice
	AC 3.2 AG 16.2.8 p, q	Full	
Learning Outcome: 4 Be able to reflect on own performance as a career information, advice and guidance professional	AC 4.1 AG 16.1 all	Full	
	AC 4.2 AG 16.1 all	Full	
	AC 4.3 AG 16.1.8 m, n, o, p	Full	
Learning Outcome: 5 Be able to improve own practice through continuous professional development	AC 5.1 AG 16.2.1 a, b, c	Full	
	AC 5.2 AG 16.2.3 e, f	Full	
	AC 5.3 AG 16.2.8 p, q	Full	
	AC 5.4 AG 16.2.10 t, u	Full	

Unit: Agree the purpose of client-centred career guidance interviews and maintain communication with clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand techniques used to agree the purpose of careers guidance interviews with clients	AC 1.1	None	
	AC 1.2 AG 3.1.3 e, f	Partial	Statement to cover the analysis of techniques used to agree the purpose of careers guidance interviews with clients
	AC 1.3	None	
Learning Outcome: 2 Understand the media used to communicate with clients	AC 2.1	None	
	AC 2.2	None	
Learning Outcome: 3 Be able to agree with clients the purpose of career guidance interviews	AC 3.1 AG 3.1.3 e, f / AG 3.1.4.g, h, i	Full	
	AC 3.2 AG 5.1.1 a	Full	
	AC 3.3	None	
Learning Outcome: 4 Be able to maintain communication with the client during the client-centred interview	AC 4.1 AG 5.1.1 a	Full	
	AC 4.2 AG 3.2.5 j / AG 3.2.7 m	Full	
	AC 4.3 AG 3.3.5 f	Full	
	AC 4.4 AG 3.3.9	Full	

Unit: Explore and agree the career guidance and development needs of clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand methodologies to explore client career guidance and development needs	AC 1.1 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 methodologies to explore the career guidance and development needs of clients
	AC 1.2 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 evaluation of the methodologies used to develop client decision-making skills with respect to their career guidance and development needs
Learning Outcome: 2 Understand methods to agree client career guidance and development needs	AC 2.1 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 / AG 5.3.1 a, b	Partial	Statement to cover evaluation of the methods used to agree career guidance and development options
	AC 2.2 AG 5.3.3 e / AG 5.3.4 f, g	Partial	Statement on analysis of the ways to include clients in the planning of career guidance and development options
Learning Outcome: 3 Understand how to evaluate the impact on clients of career guidance and development	AC 3.1 AG 7.1.1 a	Partial	Statement to cover critical analysis
Learning Outcome: 4 Be able to analyse client career guidance and development needs	AC 4.1 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	Full	
	AC 4.2 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 / AG 5.3.1 a, b	Full	
	AC 4.3	None	
Learning Outcome: 5 Be able to agree action plans with clients to meet their career guidance and development needs	AC 5.1 AG 6.1.1	Full	
	AC 5.2 AG 6.3 all	Full	
Learning Outcome: 6 Be able to evaluate with clients the impact of career guidance and development	AC 6.1 AG 7.1 all	Full	
	AC 6.2 AG 6.1 all / AG 6.2 all / AG 7.1.3 e / AG 7.1.4 f, g, h / AG 7.1.7 o	Full	
	AC 6.3 AG 6.2.7 k, l, m	Full	

Map of Level 4 NVQ in Advice and Guidance against the Level 6 Diploma in Career Guidance and Development

Unit: Work with other agencies for the benefit of clients and the organisation

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the characteristics of networks that support career information, advice and guidance	AC 1.1	None	
	AC 1.2	None	
Learning Outcome: 2 Understand the networks supporting the delivery of career information, advice and guidance by the organisation	AC 2.1 AG 18.1.1	Partial	Statement to cover evaluation of the methods used to agree career guidance and development options
	AC 2.2 AG 18.1.1	Partial	Statement on analysis of the benefits to the organisation
	AC 2.3 AG AG 18.1.5 l, m / AG 18.1.7 p, q, r, s	Partial	Statement to cover examination of the sources of potential conflict
Learning Outcome: 3 Understand the benefit of specialist support to meet the needs of clients and the service	AC 3.1 AG 13.1.2 a, b, c, d	Partial	Statement to cover evaluation of the sources of specialist support
	AC 3.2 AG 13.1.5 i, j	Partial	Statement to cover evaluation of the ways to access specialist support
Learning Outcome: 4 Understand the principles of negotiation	AC 4.1	None	
Learning Outcome: 5 Be able to collaborate with other agencies for the benefit of clients and the organisation	AC 5.1 AG 18.1.6 n, o	Full	
	AC 5.2 AG 12.2 all / AG 12.3 all	Full	
	AC 5.3	None	
Learning Outcome: 6 Be able to refer clients to sources of specialist support	AC 6.1 AG 13.1.1 / AG 13.1.3 / AG 13.1.4	Full	
	AC 6.2 AG 13.2 all	Full	
	AC 6.3	None	
	AC 6.4 AG 13.2.10 r, s	Full	

Unit: Advocate on behalf of clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the principles and practice of advocacy	AC 1.1	None	
	AC 1.2 AG 8.1 all / AG 8.2 all	Partial	Statement to cover evaluation of the advocacy techniques
Learning Outcome: 2 Understand the role and purpose of advocating on behalf of clients	AC 2.1 AG 8.1, 2, 4	Partial	Statement covering analysis of when advocacy is necessary
	AC 2.2	None	
	AC 2.3	None	Statement to cover critical evaluation the knowledge and skills needed to advocate on behalf of clients with third parties.
	AC 2.4 AG 8.1 / AG 8.2	Partial	
Learning Outcome: 3 Be able to advocate on behalf of clients to meet their career-related needs	AC 3.1 AG 8.1.1 a, b / AG 8.1.2 d / AG 8.1.3 e, f / AG 8.1.4 g, h, i	Full	
	AC 3.2 AF 8.2 all	Full	
	AC 3.3 AG 8.2.2 b, c / AG 8.2.4 / AG 8.2.5	Partial	Statement to cover consulting with clients.
	AC 3.4 AG 8.1.5 j	Partial	Statement to cover outcome of the actual advocacy and how this meets clients' needs
	AC 3.5 AG 8.1.6	Full	

Unit: Plan, deliver and evaluate career-related learning in groups

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand theories of how people learn in groups	AC 1.1 AG 27.1.5 i	Partial	Statement to cover critical analysis
	AC 1.2 AG 27.2.9.k	Partial	Statement to cover principles
	AC 1.3 AG 27.2.9.k	Partial	Statement to cover analysis of the impact
Learning Outcome: 2 Understand methodologies to plan, deliver and evaluate career-related learning in groups to meet needs	AC 2.1 AG 27.2.1	Partial	Statement to cover evaluation of the methodologies that can be used
	AC 2.2	None	
	AC 2.3 AG 27.1.1 a	Partial	Statement to cover critical analysis
	AC 2.4 AG 27.2.1 a, b / AG 27.2.2 c	Partial	Statement to cover how to plan and resource group sessions to meet needs
	AC 2.5 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	Partial	Statement to cover analysis of barriers and risks
	AC 2.6 AG 27.1.1 a / AG 27.1.3 d, e, f / AG 27.1.4 g, h	Partial	Statement to cover analysis of ways to motivate individuals within groups
	AC 2.7 AG 27.2.6	Partial	Statement to cover critique of methodologies
Learning Outcome: 3 Be able to plan career-related learning in groups	AC 3.1	None	
	AC 3.2	None	
Learning Outcome: 4 Be able to deliver career-related learning in groups	AC 4.1 AG 27.2 all	Full if groups were on career-relating learning	
	AC 4.2	None	
	AC 4.3 AG 27.1.1 a / AG 27.1.3 d, e, f / AG 27.1.4 g, h	Full	
	AC 4.4	None	
Learning Outcome: 5 Be able to evaluate career-related learning in groups	AC 5.1 AG 27.2.6	Partial	Statement to cover evaluation with clients
	AC 5.2	None	

Unit: Undertake research on behalf of the service

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the research requirements of the careers information, advice and guidance service and its clients	AC 1.1 AG 19.1.1 a	Partial	Statement to cover critical analysis of the research requirements of the service and its clients
	AC 1.2 AG 19.1.7 m, n, o, p	Full	
Learning Outcome: 2 Understand research methods used in careers information, advice and guidance services	AC 2.1	None	
	AC 2.2	None	
	AC 2.3	None	
Learning Outcome: 3 Be able to agree research requirements for career information, advice and guidance	AC 3.1	None	
	AC 3.2 AG 19.1.1 a	Partial	Statement to cover negotiating research objectives and evidence requirements with colleagues, stakeholders and clients
	AC 3.3	None	
	AC 3.4	None	
Learning Outcome: 4 Be able to source evidence and information to meet the needs of the service and its clients	AC 4.1 AG 19.1.1 a / AG 19.1.2 b	Full	
	AC 4.2 AG 19.1.2 b	Full	
	AC 4.3 AG 19.1.3 c, d	Full	
	AC 4.4 AG 19.2 all	Full	
Learning Outcome: 5 Be able to evaluate career-related learning in groups	AC 5.1 AG 19.3 all	Full	
	AC 5.2 AG 19.3.3 d, e	Full	
	AC 5.3 AG 19.3.4 f, g	Full	
	AC 5.4 AG 19.3.5 h, i	Full	
Learning Outcome: 6 Be able to report on research outcomes to meet the needs of the service and its clients	AC 6.1 AG 19.4.1 a	Full	
	AC 6.2 AG 19.4.2 b	Full	

Unit: Promote career-related learning to clients

	Covered by NVQ Level 4 Advice and Guidance	Coverage	Suggested ways to meet those assessment criteria that are partially covered
Learning Outcome: 1 Understand the policy context for career-related learning	AC 1.1	None	
Learning Outcome: 2 Understand the characteristics of career-related learning	AC 2.1	None	
	AC 2.2	None	
Learning Outcome: 3 Be able to agree research requirements for career information, advice and guidance	AC 3.1 AG 25.1.1.a	Partial	Statement to cover the range of activities available
	AC 3.2 AG 25.1.1 a / AG 25.1.4 c / AG 25.1.5 d	Partial	Statement on promotional techniques used to motivate clients to participate
	AC 3.3	None	
Learning Outcome: 4 Be able to negotiate with external organisations to promote career-related learning	AC 4.1 AG 25.1.6 e	Full	
Learning Outcome: 5 Be able to implement career-related learning promotional activities	AC 5.1 AG 25.1.5 d	Partial	Statement to cover the design or promotional activities
	AC 5.2 AG 25.2 all	Full	
Learning Outcome: 6 Be able to evaluate career-related learning promotional activities	AC 6.1 AG 25.2.4, 5 c	Full	
	AC 6.2 AG 25.2.6 d	Full	
	AC 6.3 AG 25.2.10 / AG 25.2.11	Full	

Unit: Career guidance theory

Unit: Use career and Labour Market Information with clients

Unit: Source, evaluate and use Labour Market Information with clients

Unit: Use diagnostic and assessment tools with clients

Unit: Understand how to support specific client groups to overcome barriers to learning, training and work

Unit: Provide ongoing support to clients

Unit: Prepare to deliver services to clients in an outreach setting

Unit: Obtain and organise career-related information to support clients

Unit: Engage with support networks to help clients to meet their career-related needs

Unit: Evaluate service provision

Unit: Assist clients to apply for learning, training and work

The performance criteria or knowledge/understanding from the NVQ do not cover the assessment criteria of these units from the Level 6 Diploma in Career Guidance and Development. Candidates will need to complete the units in full.



ADVICE AND GUIDANCE

Telephone 024 76 851509

Facsimile 024 76 851633

vocational.qualifications@ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.

© OCR 2012 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.

Registered office 1 Hills Road, Cambridge CB1 2EU.

Registered company number 3484466. OCR is an exempt charity.

Map of Level 4 NVQ in Advice and Guidance against the Level 6 Diploma in Career Guidance and Development

www.ocr.org.uk/adviceandguidance

