

ADVICE AND GUIDANCE QUALIFICATIONS

ADVICE AND
GUIDANCE

OCR 

OCR: BRINGING LEARNING IN ADVICE AND GUIDANCE TO LIFE

Our market-leading range of vocational Advice and Guidance qualifications enables many thousands of students to achieve real competence in this vital area every year.

Choose OCR, and you have the reassurance that you're working with one of the UK's leading awarding bodies. Over 13,000 centres already offer our vocational qualifications, A Levels and GCSEs.

BENEFICIAL TO YOU AND YOUR STUDENTS

Accredited onto the Qualifications and Credit Framework (QCF), OCR's Advice and Guidance suite of qualifications offers:

- High-quality, nationally recognised qualifications
- Reassurance that you are working with one of the UK's leading awarding bodies, committed to achieving results
- Flexibility to choose full qualification or unit certification
- Tailoring to individual needs – centres and students choose the optional units most relevant to them
- A clear structure – all units have been assigned a level and a credit value
- Free, easy-to-use, online administration with access to registration and achievement data 24 hours a day
- Adherence to the simple NVQ model for centre approval, candidate registration and assessment
- Training events to support the delivery of qualifications
- A dedicated, office-based contact centre to answer queries
- Access to subject-specific Qualification Managers.

Our Advice and Guidance qualifications provide valuable opportunities for individuals to develop skills, gain a foundation of knowledge and understanding, and demonstrate competence in the workplace. They also offer the chance for students to progress to further qualifications – both vocational and course-based.

Achievement is what we are all about – helping everyone who has an experience with OCR to achieve, and building a better future for all.

All you need to do is choose the qualifications that suit you and your students, and we'll make the rest of the process easy.

“QUALIFICATIONS THAT FIT
YOUR NEEDS”

LEVEL 4 DIPLOMA IN CAREER INFORMATION AND ADVICE

This is a vocationally related, credit-based qualification that provides valuable opportunities for individuals to develop skills and knowledge in the workplace. It has been specifically designed for those working in para-professional roles providing career information and advice to clients.

The Level 4 Diploma is the most appropriate qualification for National Careers Service advisors.

The qualification has a core of mandatory units that will be applicable to all students, and a wide range of optional units to allow specialisation as appropriate.

WHO WILL THIS QUALIFICATION SUIT?

Those working in:

- The National Careers service
- External agency and voluntary service signposting roles
- Roles in other organisations that require – as part of a broader role – the provision of career advice, information, employability support and signposting.

CREDIT REQUIREMENTS

Students take five mandatory units, plus sufficient optional units – from a choice of 18 – to gain 15 credits. All units have been assigned a level and a credit value.

ASSESSMENT

The qualification is internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

“THE LEVEL 4 DIPLOMA IS THE MOST APPROPRIATE QUALIFICATION FOR NATIONAL CAREERS SERVICE ADVISORS”

EASY TRANSITION FROM NQF TO QCF

We have mapped the generic Advice and Guidance NVQ qualifications to the QCF Career Guidance qualifications.

QUALIFICATION MAPPING	
Level 4 Diploma in Career Information and Advice against NVQ Level 4 in Advice and Guidance	
Level 4 Diploma in Career Information and Advice units:	
MANDATORY UNITS:	
Preparing to work in the career information, advice and guidance sector	Partial coverage
Reflecting on practice and continuous professional development	Partial coverage
Career choice theories and concepts to support clients	Partial coverage
Meeting the career-related information needs of clients	Partial coverage
Interview clients to determine their need for career information, advice and guidance	Partial coverage
OPTIONAL UNITS:	
Explore and agree how to meet the career-related needs of clients	Partial coverage
Assist clients to apply for learning, training and work	No coverage
Assist clients to review the achievement of career-related actions	Partial coverage
Evaluate service provision	No coverage
Engage with support networks to help clients to meet their career-related needs	No coverage
Provide ongoing support to clients	No coverage
Plan and deliver career-related learning in groups	Partial coverage
Obtain and organise career-related information to support clients	No coverage
Prepare to deliver services to clients in an outreach setting	No coverage
Promote career-related learning to clients	No coverage
Refer clients to sources of specialist support to meet their needs	Partial coverage
Source, evaluate and use labour market information with clients	No coverage
Understand how to support specific client groups to overcome barriers to learning, training and work	No coverage
Operate within networks to support the delivery of the service	Partial coverage
Negotiate on behalf of clients	Partial coverage
Use diagnostic and assessment tools with clients	No coverage
Advocate on behalf of clients	No coverage
Undertake research on behalf of the service	No coverage

QUALIFICATION MAPPING

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

Level 4 Diploma in Career Information and Advice units:

MANDATORY UNITS:

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

OPTIONAL UNITS:

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

LEVEL 3 AWARD IN SUPPORTING CLIENTS TO OVERCOME BARRIERS TO LEARNING AND WORK

This is a vocationally related, credit-based qualification that provides valuable opportunities for individuals to develop skills and knowledge in the workplace. It has been specifically designed for those currently offering signposting, career information and employability support in the wider network and in voluntary services, and those who have these functions as part of a broader work role.

MANDATORY UNIT

- Signposting clients to relevant sources of information, advice and guidance to overcome barriers to learning and work.

WHO WILL THIS QUALIFICATION SUIT?

- Individuals currently offering signposting, career information and employability support in the wider network and in voluntary services
- Individuals who have these functions as part of a broader work role.

CREDIT REQUIREMENTS

Students take one mandatory unit, plus one optional unit from a choice of three.

ASSESSMENT

The qualification is internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

“SPECIFICALLY DESIGNED FOR THOSE CURRENTLY OFFERING SIGNPOSTING, CAREER INFORMATION AND EMPLOYABILITY SUPPORT IN THE WIDER NETWORK AND IN VOLUNTARY SERVICES”

LEVEL 6 DIPLOMA IN CAREER GUIDANCE AND DEVELOPMENT

This is a vocationally related, credit-based qualification that provides valuable opportunities for individuals to develop skills and knowledge in the workplace. It has been specifically designed for those working in professional roles providing career guidance and development to clients, and who are required to apply career guidance theories and models to support clients in making realistic and informed decisions and plans regarding new learning or training opportunities and career planning.

In order to ensure that the qualification continues to meet the needs of all who provide careers guidance, OCR has added 3 new optional units to the qualification aimed at those who lead and manage careers provision in schools and other educational institutions.

The units are:

- Lead and manager career development work in an organisation
- Continuously improve career development work in an organisation
- Plan and design career-related learning programmes.

WHAT ARE THE SPECIFIC BENEFITS?

- OCR endorsed resources on LMI
- Mapping to show how the resources relate to the unit specifications.

WHO WILL THIS QUALIFICATION SUIT?

Individuals working in:

- The new National Careers service
- External agency and voluntary service signposting roles
- Roles in other organisations that require the provision of career advice and guidance, information, employability support and signposting, as part of a broader role.

CREDIT REQUIREMENTS

Students take seven mandatory units, plus sufficient optional units – from a choice of 16 – to gain 15 credits. All units have been assigned a level and a credit value.

ASSESSMENT

The qualification is internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

“SPECIFICALLY DESIGNED FOR THOSE WORKING IN PROFESSIONAL ROLES”

QUALIFICATION MAPPING

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

Level 6 Diploma in Career Guidance and Development units:

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:

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

LEVEL 3 NVQ CERTIFICATE IN ADVICE AND GUIDANCE

This qualification has been designed to reflect the work of individuals who undertake activities at Level 3, working directly with clients, disseminating information, advice and some level of guidance. Individuals will be working with information that is often interpreted by others, usually within some clear guidelines.

WHAT ARE THE SPECIFIC BENEFITS?

- The qualification is very similar to the old NVQ, so learning programmes will only require minor amendments.
- Assessment of record keeping and legislation has been consolidated into one mandatory unit, reducing the assessment burden for centres and students.
- It complements other vocational qualifications. Students may also progress onto OCR's Careers Guidance and Learning, Development and Support Services (LDSS) provision.

WHO WILL THIS QUALIFICATION SUIT?

The qualification is designed for individuals:

- Who work directly with people – disseminating information, advice and some level of guidance
- Whose work includes clear guidelines in the practice of advice and guidance
- Who work in designated advice and/or guidance organisations
- Whose role is to provide information that is often interpreted by others.

CREDIT REQUIREMENTS

Students must achieve a minimum of 21 credits: 12 from four mandatory units and the remaining nine from a choice of 17 optional units. A minimum of 11 credits must come from Level 3 units.

ASSESSMENT

The qualification is internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

**“QUALIFICATIONS THAT RECOGNISE
THE SKILLS AND COMPETENCIES OF
INDIVIDUALS IN THE WORKPLACE”**

LEVEL 4 NVQ DIPLOMA IN ADVICE AND GUIDANCE

This qualification supports the recognised need for individuals and employers/tutors to be responsible for gaining the skills required to meet ever-changing objectives. This will in turn lead to improvements in efficiency and effectiveness throughout the organisation and with clients.

WHAT ARE THE SPECIFIC BENEFITS?

- The qualification is very similar to the old NVQ, so learning programmes will only require minor amendments.
- Assessment of record keeping and legislation has been consolidated into one mandatory unit, reducing the assessment burden for you and your students.
- It complements other vocational qualifications.

WHO WILL THIS QUALIFICATION SUIT?

Experienced individuals who work directly with people – disseminating information, advice, guidance and formal advocacy – and:

- Have managerial or training responsibilities
- Are creators of information, advice and guidance within the service or practice – either disseminating information themselves, or through their organisation in the form of publications
- Are dynamic in their dealings with organisations.

CREDIT REQUIREMENTS

Students must achieve a minimum of 37 credits: 17 from five mandatory units, and 20 from a choice of 22 optional units. A minimum of 19 credits must come from Level 4 units.

ASSESSMENT

The qualification is internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

Welfare to Work qualifications

OCR LEVEL 3 AWARD IN EMPLOYMENT RELATED SERVICES

OCR LEVEL 3 CERTIFICATE IN EMPLOYMENT RELATED SERVICES

OCR LEVEL 3 DIPLOMA IN EMPLOYMENT RELATED SERVICES

These qualifications are designed to provide career entry and progression for specialist advisors who support people to obtain sustainable employment.

WHAT ARE THE SPECIFIC BENEFITS?

- You have the reassurance that we are the market leader in Advice and Guidance qualifications with an excellent reputation.
- These qualifications draw on our expertise in this area as well as in Customer Service, Management, and Learning and Development (units from these areas are shared with the new qualifications).
- The Level 3 Diploma forms the combined technical knowledge and competence element of the Advanced Apprenticeship in Employment Related Services (Specification of Apprenticeship Standards in England compliant).

WHO WILL THIS QUALIFICATION SUIT?

These qualifications are ideal for individuals working for a range of employment service providers in the public, private and voluntary sectors as:

- Personal advisors
- Job coaches
- Employment trainers

CREDIT REQUIREMENTS

Level 3 Award in Employment Related Services (QCF): Students must achieve all five credits from the mandatory unit.

Level 3 Certificate in Employment Related Services (QCF): Students must achieve all 20 credits from the four mandatory units.

Level 3 Diploma in Employment Related Services (QCF): Students must achieve a minimum of 37 credits – 20 credits from Mandatory Group A and a further 17 credits from Optional Group B. A minimum of 19 credits must be achieved from mandatory and optional units at Level 3.

ASSESSMENT

These qualifications are internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

For legal advice that is high in demand

LEVEL 2 CERTIFICATE IN SUPPORTING LEGAL ADVICE PROVISION

LEVEL 3 AWARD IN PROVIDING INITIAL LEGAL ADVICE

LEVEL 3 CERTIFICATE IN PROVIDING INITIAL LEGAL INFORMATION AND ADVICE

These qualifications offer a real opportunity for students to gain and evidence sector knowledge that's in high demand. The units are based on the National Occupational Standards for Legal Advice that have been developed by Skills for Justice, the sector skills council for legal services.

WHAT ARE THE SPECIFIC BENEFITS?

- Students can develop their understanding of this specialist field and provide evidence of their sector-relevant skills, knowledge and experience.
- Learning and achievement can take place in bite-sized chunks, allowing students to complete units at their own pace.

WHO WILL THIS QUALIFICATION SUIT?

• Level 2 Certificate in Supporting Legal Advice Provision

This qualification is ideal for individuals in the legal advice field who are likely to be the first point of contact for clients: working in a role that sees them determining the initial needs of the client, providing relevant information about the available services and making referral decisions.

• Level 3 Award in Providing Initial Legal Advice

and

• Level 3 Certificate in Providing Initial Legal Information and Advice

These qualifications are aimed at those who act as an advisor in the legal advice field: working in a role that calls on them to offer initial information and advice to clients, and to research more in-depth information as required.

CREDIT REQUIREMENTS

Level 2 Certificate in Supporting Legal Advice Provision:

Students must achieve a minimum of 17 credits, nine of which must be at the qualification level.

Level 3 Award in Providing Initial Legal Advice: Students must achieve a minimum of 12 credits, six of which must be at the qualification level.

Level 3 Certificate in Providing Initial Legal Information and Advice: Students must achieve a minimum of 29 credits, 23 of which must be at the qualification level.

ASSESSMENT

These qualifications are internally assessed by centre staff, externally verified by OCR Assessors, and graded pass or fail.

ADMINISTRATION AND SUPPORT

ADMINISTRATION ARRANGEMENTS

A separate publication, the *Admin Guide: Vocational Qualifications* (A850), provides details of the administration arrangements for these qualifications. The guide is available to download from our website at ocr.org.uk/ocr-for/exams-officers/admin-guides/

FUNDING ELIGIBILITY

For details on eligibility for public funding, please refer to [education.gov.uk/section 96](https://education.gov.uk/section-96) and skillsfundingagency.bis.gov.uk/

TRAINING TO SUPPORT YOU

OCR's Professional Development team provides a full programme of events to support the delivery of our qualifications.

Our training courses are designed to provide an overview of the specifications, along with good practice for first teaching, some are designed to improve delivery and assessment.

You can find and book professional development as follows:

1. OCR EventBooker at ocreventbooker.org.uk
2. A to Z list of professional development courses at ocr.org.uk/training

If you can't find exactly what you need, please contact us to discuss. You can call us on **024 76 496398** or email professionaldevelopment@ocr.org.uk.

“SUPPORT LIKE NO OTHER”

INTERCHANGE

OCR Interchange is a free, secure website for centres delivering our qualifications, enabling you to carry out day-to-day administrative functions online for speed and efficiency.

Interchange is updated daily and supports every stage of the assessment cycle, so it is always the most accurate way to view information related to you centre and to make entries, view results and much more.

REGISTERING FOR INTERCHANGE

For a quick start guide to help you get started with Interchange, please visit [**ocr.org.uk/interchange**](https://ocr.org.uk/interchange)

STAYING UPDATED

It's easy to stay up to date on our Advice and Guidance qualifications. Simply visit [**ocr.org.uk/updates**](https://ocr.org.uk/updates) and register for email updates.

CONTACT US

Keep up to date on the latest news by registering to receive e-alerts at www.ocr.org.uk/updates

OCR Customer Contact Centre

VOCATIONAL QUALIFICATIONS

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