

DIPLOMA IN INFORMATION ADVICE AND GUIDANCE

Level 4

COURSE OBJECTIVE

This is a high-quality, vocational qualification that is nationally recognised and is aimed at those working with clients in organisations providing advice and guidance services, on a professional or voluntary basis. Our programmes are designed for advisers and mentors, to help them develop skills and knowledge in their current roles enabling them to achieve their targets and deliver an excellent level of service to their service users.

This Higher Apprenticeship is ideal for various roles such as: Teachers; Teaching Assistants; Advice providers in educational institutions; Counselling; Providers in education; Assessors and verifiers; Student service staff; Fitness coaches; Job centre staff; Charitable / voluntary sector staff; Government department staff; Housing association staff.

COURSE DELIVERY

An assessor will visit the learner at their workplace once a month for approximately two hours. In addition to this, they will set approximately four hours of work to complete before the next meeting. A series of coaching and mentoring one-day workshops are also available if this meets your business needs. Learners must complete between 10 and 12 units to achieve the qualification.

KEY TOPICS

Develop interactions with advice and guidance clients
Manage personal case load
Evaluate and develop own contribution to the service
Operate within networks
Understand importance of legislation and procedures.

COURSE DURATION

12 months

QUALIFICATION ACHIEVED

QCF Level 4 Diploma in Information Advice and Guidance

PRICE

£1400 + VAT

CONTACT DETAILS

ACT Head Office, Ocean Park House, East Tyndall Street, Cardiff, CF24 5ET.

T 029 2046 4727

E info@acttraining.org.uk