



NVQ UNITS OF COMPETENCE

OCR Level 4 in Advice and Guidance

To achieve the qualification, the candidate must complete eight units in total. These are drawn from four mandatory units and four optional units.

Mandatory units

- 4 Develop interactions with clients**
- 7 Assist clients to decide on a course of action**
- 18 Manage personal case load**
- 20 Evaluate and develop own contribution to the service**

Optional units

- 8 Assist clients to plan the implementation of a course of action**
 - 9 Assist clients to review their achievement of a course of action**
 - 12 Prepare to represent clients in formal proceedings**
 - 13 Present cases in formal proceedings**
 - 14 Negotiate on behalf of clients**
 - 15 Liase with other services**
 - 21 Provide support for other practitioners**
 - 22 Operate within networks**
 - 23 Undertake research for the service and its clients**
 - 24 Design information materials for use in the service**
 - 27 Determine the methods for disseminating information materials**
 - 29 Propose projects for the service**
 - 30 Secure resources for the work of the service**
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- A21 Identify individuals' learning aims, needs and styles**
 - B33 Prepare and develop resources to support learning**
 - C27 Facilitate group learning**