

OCR Level 3 NVQ in Advice and Guidance

Candidates must achieve **six** units, **three** mandatory & **three** optional units.

Mandatory units

AG 1 Establish communication with clients for advice and guidance

AG 1.1 Establish communication with clients

AG 2 Support clients to make use of the advice and guidance service

AG 2.1 Enable clients to decide whether to use the service

AG 2.2 Agree with clients their use of the service

AG 2.3 Identify and provide the information required by clients

AG 15 Review own contribution to the service

AG 15.1 Assess own contribution to the work of the service

AG 15.2 Develop oneself to achieve work requirements

Optional units

AG 3 Develop interactions with advice and guidance clients

AG 3.1 Enable clients to explore their issues

AG 3.2 Sustain interactions with clients

AG 3.3 Bring interactions to an end

AG 4 Interact with clients using arrange of media

AG 4.1 Establish interactions with clients using a range of media

AG 4.2 Sustain interactions with clients using a range of media

AG 4.3 Conclude interactions with clients using a range of media

AG 5 Assist advice and guidance clients to decide on a course of action

AG 5.1 Assist clients to clarify their requirements

AG 5.2 Explore a range of options with clients for achieving their requirements

AG 5.3 Enable clients to select a course of action

AG 6 Prepare clients through advice and guidance for the implementation of a course of action

AG 6.1 Assist clients to prepare an action plan

AG 6.2 Assist clients to develop the action plan

AG 6.3 Assist clients to identify how the action plan might be implemented

AG 7 Assist clients through advice and guidance to review their achievement of a course of action

AG 7.1 Review progress and achievements with clients

AG 11 Negotiate on behalf of advice and guidance clients

AG 11.1 Exchange offers for clients

AG 11.2 Establish an agreement for clients

AG 12 Liaise with other services

AG 12.1 Establish procedures for exchanging information with other services

AG 12.2 Provide information to other services

AG 12.3 Obtain information from other services

AG 13 Enable advice and guidance clients to access referral opportunities

AG 13.1 Identify options for referral

AG 13.2 Enable clients to take up referral opportunities

AG 21 Provide and maintain information materials for use in the service

AG 21.1 Identify the requirements for information materials in the service

AG 21.2 Obtain information materials for use in the service

AG 21.3 Maintain and improve the use of information materials in the service

AG 27 Facilitate learning in groups

AG27.1 Manage group dynamics

AG27.2 Facilitate collaborative learning

H&S A Ensure your own actions reduce risks to health and safety

A1 Identify the hazards and evaluate the risks in your workplace

A2 Reduce the risks to health and safety in your workplace

WRV 6 Ensure your actions contribute to a positive and safe working environment

W6.1 Identify the risk of violence in your working environment

W6.2 Reduce the risk of violence in your working environment

L 11 Enable learning through demonstrations and instruction

L11.1 Demonstrate skills and methods to learners

L11.2 Instruct learners