

Advice and Guidance L4

Course Code R01-11C



Venue: Room

Hyde Park House
Mutley Plain
Plymouth
Devon

PL4 6LF

Start Date:
End Date:
Sessions: 0
Day(s): Sunday

Start Time: 00:00
End Time: 23:59

Cost of course: Full Fee £850

Before you enrol on this course You will need to speak to a learning adviser. Please contact us on 01752 660713.

Entry requirements Have you completed level 3 advice and guidance?
Do you work in a role which involves providing specialist advice and guidance to clients, reporting to senior management and networking with associated services? Then this course is suitable for you.

Tell me about the course Through this qualification you will develop the knowledge and skills required to work with legislative and procedural frameworks. You will learn understanding and promoting careers education guidance within organisations and working with other services through negotiation, liaison and referral.

The awarding body for this qualification is City & Guilds.

How will I learn? This is mainly a theory course with some practical aspects.
You will have:
- Tutorials
- One to one support and real work assessments within your workplace under real work conditions, using observations by your qualified assessor.
- Contact time via email/phone

An e-portfolio will be used throughout your course. Full training will be given.

Will I need to study or practise outside the classroom? There is a considerable amount of work for you to do in your own time for this qualification. Please allow a minimum of 3 hours per week for this.

How will I know I'm making progress? During the first session, your tutor/assessor will discuss your goals and current level in relation to the course. Deadlines for assignments will be set and written work will be assessed regularly. You will agree your progress and next steps to complete your portfolio with your assessor as the course progresses. You will receive feedback at regular intervals to ensure you are making progress towards the qualification.

What will I need for the course? Please bring a pen, notepad and a file for your hand-outs.
Access to a computer outside the classroom is essential.

Progression

Look out for information regarding follow-on courses. Learning Advisers will be happy to provide you with information of what progression is available. Visit our website at www.oncoursesouthwest.co.uk or contact us on 01752 660713 to make an appointment.

Please Note:

Most courses attract a subsidy from the Education and Skills Funding Agency and can be used to match funding for ESF. It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered. Room numbers are subject to change - please check when you arrive at the venue.



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