

Purpose Statement



Open Awards Level 3 Certificate in Information, Advice and Guidance

The primary purpose of the Open Awards Level 3 Certificate in Information, Advice or Guidance is to provide you with the skills and underpinning knowledge required by employers where information, advice or guidance is provided. The Certificate reinforces good practice and gives formal recognition for your learning and skills developed through experience. You will be able to deliver robust information, advice or guidance that will contribute to identifying progression routes to educational, training and work opportunities.



Who is it for?

The Level 3 Certificate in Information, Advice or Guidance is appropriate for you if you are already working in this field. It could be that you are already delivering information, advice or guidance and want recognition for your work, or need to develop your skills in personalised support.



What does this qualification cover?

The credit value of the Level 3 Certificate in Information, Advice or Guidance is 24 credits. You will need to be able to commit to approximately 240 hours of learning.

The qualification is made up of 9 credits from the 2 Mandatory units; 'Information, Advice and Guidance Principles and Practice' and 'Interaction Skills for Information, Advice or Guidance'.

You can select a further minimum of 15 credits from the Optional Group of units that include 'Developing Interview Skills', 'Referral in Information, Advice or Guidance Practice', and 'Reflecting in Own Practice in Information, Advice or Guidance', 'Working with Employers in Job Brokerage', to name but a few.



What are the Entry Requirements?

As a result of the complexity of advice within a range of sectors for which the qualification is appropriate, the minimum age for access to the qualification is 19. You must be working in a relevant occupational sector with experience of delivery of information, advice or guidance at level 2, have literacy skills which are at least at level 2 and be able to demonstrate self-awareness and self-confidence.



What are the Progression Opportunities?

Once you have completed the Level 3 Certificate in Information, Advice or Guidance, you will be able to progress to a higher level of learning including:

- **Level 4 NVQ in Information, Advice or Guidance**

You will be equipped to deliver robust information advice or guidance and may want to progress onto related courses such as counselling skills, community development or working within voluntary organisations.



What are the Assessment Methods?

You must provide sufficient evidence that you have the required knowledge, skills and understanding of the assessment criteria and that it is your own work. Evidence, within your portfolio of assessment, may include assignments or projects, professional discussion, questions, witness testimonies, observation of performance, simulations and recognition of prior learning.



Who supports this qualification?

This qualification has been supported by a range of training providers with experience of delivering information, advice and guidance including: Career Connect, AQR, Holistic Partnership and