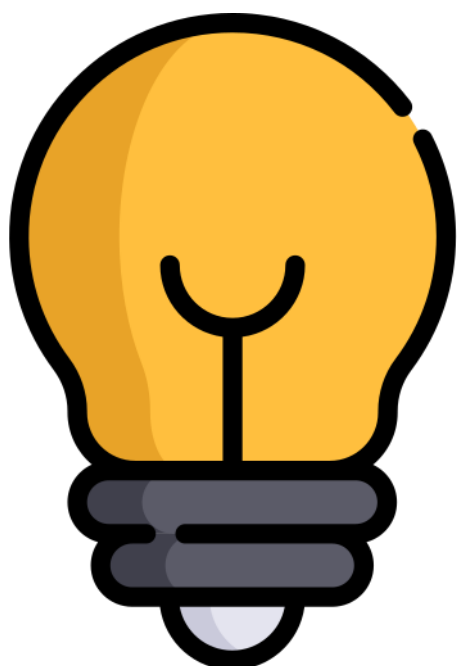




openawards

# Open Awards Level 3 Certificate in Information, Advice and Guidance (RQF)

Certificate 603/0910/6



QUALIFICATION GUIDE

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## About the Qualification

<b>Title</b>	Open Awards Level 3 Certificate in Information, Advice and Guidance (RQF)
<b>QAN</b>	603/0910/6
<b>Sector</b>	1.4 Public Services
<b>Level</b>	3
<b>Funding</b>	<a href="#">Please click here for more information</a>
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	31/08/2027

<b>Ofqual Purpose</b>	C - Prepare for Employment in an Occupational Area
<b>Ofqual Sub-Purpose</b>	C1 - Prepare for Employment in a Broad Occupational Area

<b>Total Qualification Time/Guided Learning</b>	
<b>Certificate</b>	
Total Qualification Time (hours)	240
Guided Learning (hours)	168

<b>Age Range and Restrictions:</b>	
Pre -16	x
16 – 18	x
19+	✓
Any other restrictions specific to the qualification(s)	None

<b>Any specified entry requirements</b>
<p>All learners working towards this qualification must be working in a relevant occupational sector with experience of delivery of information, advice and guidance at level 2.</p> <p>Learners should have literacy skills at a minimum of Level 2 and be able to demonstrate self-awareness and self-confidence.</p> <p>There are no other specified entry requirements.</p>

### **Recommended Assessment Method Summary**

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Learners will be required to complete a portfolio of evidence.

Some units have specified assessment methods, including observation and assessment of practice. These requirements are specified in the assessment guidance for the individual units. For some optional units practice must be in a real work environment and in the appropriate context – with groups of clients or with individual learners.

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

## Qualification Units

Rules of Combination	
<b>Certificate</b>	
Credit Value of the Qualification:	24
Minimum Credits to be achieved at the Level of the Qualification:	24
Mandatory Unit Group A:	9 credits to be achieved
Optional Unit Group B:	Minimum of 15 credits to be achieved

### Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
J/615/3721	<a href="#">Information, Advice and Guidance - Principles and Practice</a>	3	Level Three
D/615/3725	<a href="#">Interaction Skills for Information, Advice and Guidance</a>	6	Level Three

### Optional Unit Group B

QAC Code	Unit Name	Credits	Level
D/615/3790	<a href="#">Developing Interview Skills for Advice Work - Benefits</a>	1	Level Three
J/615/3783	<a href="#">Developing Interview Skills for Advice Work - Debt</a>	1	Level Three
H/615/3791	<a href="#">Developing Interview Skills for Advice Work - Refugees, Immigrants or Asylum Seekers</a>	1	Level Three
R/615/3785	<a href="#">Developing Skills for Advice Work - Employment</a>	1	Level Three
H/615/3788	<a href="#">Developing Skills for Advice Work - Housing</a>	2	Level Three
K/615/3792	<a href="#">Information, Advice and Guidance Work with Groups</a>	3	Level Three
A/615/3795	<a href="#">Managing Statistical Information to Support Information, Advice and Guidance Practice</a>	3	Level Three
F/615/3796	<a href="#">Managing, Accessing and Creating Information Resources in Information, Advice and Guidance</a>	3	Level Three
J/615/3797	<a href="#">Operating within Networks to Support Information, Advice and Guidance</a>	3	Level Three
R/615/3754	<a href="#">Organising and Administering Job Brokerage</a>	3	Level Three
L/615/3798	<a href="#">Providing Information to Clients</a>	3	Level Three

R/615/3799	<a href="#">Providing Information, Advice and Guidance to Support Learner Progression</a>	1	Level Three
J/615/3802	<a href="#">Referral in Information, Advice and Guidance Practice</a>	3	Level Three
R/615/3804	<a href="#">Reflecting on Own Practice in Information, Advice and Guidance</a>	3	Level Three
Y/615/3805	<a href="#">Understand How to Develop Career Related Interview Skills</a>	3	Level Three
D/615/3806	<a href="#">Understand Learner Progression Opportunities</a>	1	Level Three
M/615/3809	<a href="#">Using Labour Market Intelligence in Careers Guidance</a>	3	Level Three
H/615/3810	<a href="#">Working with Education Providers in Information, Advice and Guidance</a>	3	Level Three
A/615/3733	<a href="#">Working with Employers in Job Brokerage</a>	3	Level Three
J/615/3816	<a href="#">Working with Job Seekers in Job Brokerage</a>	3	Level Three
K/615/3808	<a href="#">Working within Information, Advice and Guidance Operational Standards and Frameworks</a>	3	Level Three

## Delivering this Qualification

### Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

### How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

### Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

### Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

#### Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

All those delivering units and/or observing and assessing practice for the Level 3 Certificate in Information, Advice and Guidance should have the following:

- An appropriate IAG qualification above the level at which they are teaching;
- Evidence of relevant experience in an IAG role; and
- Access to appropriate guidance and support

Although not mandatory, best practice would be **for Assessors** to hold the relevant

D32/D33/A1/AQA unit(s) and Level 3 Award in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for notifying Open Awards of staff changes.

### **Training and support**

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

### **Internal Quality Assurance (IQA)**

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

### **External Quality Assurance (EQA)**

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

### **Standardisation**

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

### **Recognition of Prior Learning and Achievement (RPL)**

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).



## Appendices and Links

Appendix Name
<a href="#">Centre Handbook</a>
<a href="#">Enquiries, Complaints and Appeals Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Privacy Policy</a>

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Open Awards  
17 De Havilland Drive,  
Estuary Commerce Park  
Speke  
Liverpool  
L24 8N

**0151 494 2072**

[enquiries@openawards.org.uk](mailto:enquiries@openawards.org.uk)

[www.openawards.org.uk](http://www.openawards.org.uk)

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