

NVQ Advice and Guidance

Level 2/3 and 4 training for advice and guidance workers

Aims of the course: To enable candidates to understand and to deliver advice and educational and vocational guidance to clients

Dates: Day release basis + tutor/assessor meetings arranged individually

Venue: Star House, 43 Division Street, Sheffield S1 4SL

Content:

- what is the guidance Workers role?
- assessment of needs
- interpersonal skills including interviewing techniques
- operating within a code of practice
- self evaluation and appraisal
- managing information systems
- information handling
- networking and referral
- advocacy
- group work skills

There are other modules available on an individual basis after negotiation with the Course Co-ordinator.

The course will consist of a variety of learning methods. Emphasis will be placed on the sharing of work experience between course members. A number of approaches will be adopted: group discussions, presentations, lectures etc.

Participants will be expected to produce a portfolio of evidence demonstrating their competence in the units and elements of the course. A part of the day will be put aside for a portfolio building workshop. There will be some course work assignments to be completed in the candidate's own time. Tutorial support will be available throughout.

We are able to offer Unit Accreditation for candidates wishing to undertake a more flexible approach in working towards an NVQ qualification.

It will be possible to discuss course details further at an informal interview to which all participants are invited.

For further information please contact: Annette Phillips
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