

# Level 3 - IAG Information Advice & Guidance

## NVQ Diploma in Advice and Guidance

Demonstrate that you have the skills to succeed in a range of careers in advice and guidance with these City & Guilds qualifications.

### What are the qualifications about?

These qualifications are for those working with clients in organisations providing advice and guidance services, on a professional or voluntary basis. The course will help you to confirm the skills you currently have as well as fill in any gaps of skills or knowledge.

Please refer to the FAQ section for funding updates.

### Who are they for?

They are for anyone aged over 16 (Level 3) or 18 (Level 4) providing advice and guidance in a professional or voluntary role. You could be working in careers guidance, for a trade union, in a school, in housing, human resources or in health and social care.

### This qualification comprises mandatory and optional units including:

- Support clients to make use of the advice and guidance service
- Interact using a range of media
- Develop personal performance through delivering customer service
- Liaise with other services
- Provide and maintain information materials
- Negotiate on behalf of advice and guidance clients

### Course Duration

6 months - 2 years. This course duration is dependent on the learner.

### Cost

£1,250 plus VAT



# Call our Central Team on 0121 707 0550