



Excelon
Learning

Qualification

Level 3 NVQ Certificate in Advice and Guidance (601/7666/0)

FOCUS AWARDS 





Course Description

The Focus Awards **Level 3 NVQ Certificate in Advice and Guidance** is an Ofqual-regulated occupational qualification which focuses on the skills, knowledge and understanding a candidate needs to demonstrate when working in environments where advice and guidance is being offered to clients. It aims to build learner's skills in interacting and communicating with clients and provide support for clients within the appropriate legislation and procedure.

Furthermore, this IAG course level 3 course provides an opportunity to cover a range of topics including, establishing communication with clients, supporting clients to use advice and guidance services, reviewing own contribution, understanding legislation and procedures, developing client interactions, evaluating professional practice and operating within networks. These areas allow learners to gain practical knowledge and skills which can be applied to support their occupational competence and professional practice in the advice and guidance sector.

Course Structure

The **Level 3 NVQ Certificate in Advice and Guidance** consists of **4 mandatory units and 3 optional units**:

UNIT 01 Establish communication with clients for advice and guidance

UNIT 02 Support clients to make use of the advice and guidance service

UNIT 03 Review own contribution to the service

UNIT 04 Understand the importance of legislation and procedures

UNIT 05 Develop interactions with advice and guidance clients

UNIT 06 Evaluate and develop own contribution to the service

UNIT 07 Operate within networks



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment for this qualification is completed through written assignments and portfolio evidence, including practical activities such as observation, reflection, planning and application of knowledge. **There are no formal examinations.**

Course Duration

The course offers **149 Guided Learning Hours (GLH)** and is delivered through flexible, self-paced learning. It can typically be completed within approximately **4 months**, depending on the learner's own pace. Course access expires after one year, and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

An Ofqual
regulated
Level 3 NVQ
Certificate in
Advice and
Guidance

Ideal for
developing
practical
advice and
guidance
skills

Flexible online
self-paced
learning model

No formal
exams required –
assessed through
assignments
and
observations

Strong
progression
pathway
towards Level 4
NVQ Diploma
in Advice and
Guidance

Level 3 NVQ Certificate in Advice and Guidance

Apply Now