



Excelon
Learning

Qualification

Level 4 NVQ Diploma in Advice and Guidance (601/7667/2)

FOCUS AWARDS 





Course Description

The **Level 4 NVQ Diploma in Advice and Guidance** is an occupational qualification which is aimed at developing the skills, knowledge and understanding of candidates for a purpose of developing their professional practice in advice and guidance settings. Learners who wish to develop their IAG skills and their understanding of the main skills, responsibilities and professional practices required when working directly with clients are appropriate for this.

Furthermore, this IAG course covers a range of advice and guidance skills including building relationships with clients, handling a personal caseload, assessing and enhancing own role within advice and guidance, working within networks and the impact of legislation and procedures. Learners can also gain skills in areas such as advocacy, negotiation, mediation, referral, research, information materials, Career Education and Guidance (CEG), group learning and supporting other practitioners etc. depending on the units selected. These are opportunities for learners to develop a variety of practical knowledge and skills that could be relevant to their careers and progression in advice and guidance.

Course Structure

The **Level 4 NVQ Diploma in Advice and Guidance** consists of **5 mandatory units** and **6 optional units**:

**UNIT
01**

**Develop Interactions with Advice
and Guidance Clients**

**UNIT
02**

Manage Personal Caseload

**UNIT
03**

**Evaluate and Develop Own Contribution
to the Service**

**UNIT
04**

Operate Within Networks



**UNIT
05** Understand the Importance of Legislation
and Procedures

**UNIT
06** Support Clients to Make Use of the Advice
and Guidance Service

**UNIT
07** Assist Advice and Guidance Clients to Decide
on a Course of Action

**UNIT
08** Prepare Clients Through Advice and Guidance
for the Implementation of a Course of Action

**UNIT
09** Assist Clients Through Advice and Guidance
to Review their Achievement of a Course of
Action

**UNIT
10** Undertake Research for the Service and
its Clients

**UNIT
11** Facilitate Learning in Groups



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 **239 Guided Learning Hours (GLH)** and is delivered through flexible, self-paced learning. It can typically be completed within approximately **6 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

A Level 4
occupational
qualification in
Advice
and Guidance

Ideal for
experienced
practitioners looking
to develop
professional
advice and
guidance
skills

Flexible online
self-paced learning
model

No formal exams
required – assessed
through
assignments and
observations

Supports
progression
toward
Level 5 Diploma
in Teaching

Level 4 NVQ Diploma in Advice and Guidance

Apply Now