



CeeMac Projects (UK) Ltd



**3rd Sector Programme for staff delivering
Advice and Guidance Services**

FUNDED

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**Train to
Gain**
Training Provider

Programme Overview

City & Guilds Level 3 Advice & Guidance programmes are delivered as a taught programme, supported by workplace assessment and optional use of CeeMac online and distance learning materials. Programmes are of 6 month duration.



Programme induction will consist of:

- Assessment of individual vocational competencies and areas for development
- Action Planning, including on programme support, delivery timetable and structuring of qualification in line with individual needs
- Health & Safety Awareness raising and certification
- Equality & Diversity awareness raising and certification
- Environmental awareness raising and certification

Individuals will then enter a tailored programme of development, supported by online/distance learning options. On demand support is provided throughout programme participation.

On successful completion of the programme, individuals will achieve a City & Guilds accredited Level 3 Advice and Guidance qualification.

City & Guilds Level 3 Advice & Guidance supports delivery of Information, Advice and Guidance in line with the Matrix Standard.

City & Guilds Level 3 Advice & Guidance Qualification Structure

To achieve the City & Guilds Level 3 Advice & Guidance qualification, candidates must complete 6 units as below.

During induction, an experienced CeeMac tutor will support individual candidates in structuring their programme of work based development and assessment to complement the taught programme.

Level 3 Advice & Guidance Programme for Advice and Guidance Practitioners

 Establish communication with clients

 Support clients to make use of the service

 Review own contribution to the service

 Prepare clients for the implementation of a course of action

 Assist clients to review their achievement of a course of action

 Enable clients to access referral opportunities

The following pages detail programme delivery schedule and content.

This programme requires attendance at a series of workshops held within local venues on a monthly basis.

Assessment visits are made towards the end of the programme and are conducted on a 1:1 basis.

City & Guilds Level 3 Advice & Guidance Qualification Structure

Timing	Content	Action
Enrolment Half day	<ul style="list-style-type: none"> • Introduction to Train to Gain and induction • Completion of learner agreements • Completion of individual learning plans etc 	<ul style="list-style-type: none"> • Complete paperwork
Month 1	<ul style="list-style-type: none"> • Introduction to your candidate pack • Assessment Centre Structure and Quality Assurance • Appeals Procedure • NVQ make up and overview of units • Support Structures • Development Plan Assessment methods • Introduction to 3 assignments -Equal Opps, Health and safety and Data Protection • Reflective Log / Unit - Review own contribution to the service • What is Information, Advice and Guidance • Requirements of interview units 	<ul style="list-style-type: none"> • Complete assignments • Data Protection & Confidentiality • Equal Opportunities • Health and Safety
Month 2	<ul style="list-style-type: none"> • Advice and Guidance Interviewing 1 • Structure of a 1 – 1 Interaction • Working with clients • Essential qualities for effective interactions • How we communicate • Common barriers to effective communication • Active Listening & Questioning Skills 	<ul style="list-style-type: none"> • Complete questions

Timing	Content	Action
Month 3	<ul style="list-style-type: none"> • Advice and Guidance Interviewing 2 and Action planning • Adviser Skills • Putting Theory into Practice • Action planning 	<ul style="list-style-type: none"> • Set case study • Arrange for assessor to observe • Provisionally book assessment appointments
Month 4	<ul style="list-style-type: none"> • Review/Follow-up meeting to review Action Plan and Referral • Understanding the assessment criteria • Types of advocacy and referral • Methods of referral • Understanding the assessment criteria • Effective signposting and networking 	<ul style="list-style-type: none"> • Complete questions • Case study • Witness Testimonies for all units • Set case study • Witness Testimonies for all units
Month 5	<ul style="list-style-type: none"> • Portfolio work and Reflective practice unit • Your personal development plan • Assessment criteria and exercise • Job description/specification, CV • Reflective Log – 8 required • Individual tutorials 	<ul style="list-style-type: none"> • Work on questions and portfolio • Tutor produce portfolio mock-up
Month 6	<ul style="list-style-type: none"> • Portfolio work • Revisit and check on any outstanding product evidence • Reflective Logs • Individual tutorials and Final portfolio mop up 	<ul style="list-style-type: none"> • Portfolio hand in date agreed

Getting Started

Employer commitments

Your employer will need to complete a brief organisational needs analysis, helping to ensure that the training selected will support its objectives and have a positive impact. An employer eligibility form will be completed and we will ask a senior manager and individuals line managers to confirm that they will support employees and volunteers on programme.

Employee/Volunteer commitments

Individuals will be undertaking a programme of development and assessment lasting 6 – 9 months for a level 2 programme / 9 – 12 months for a level 3 programme. We will conduct an initial ½ day session to complete enrollment and induction. This will be followed by attendance at 2 x 1 day workshops and a programme of work based development and assessment requiring a commitment of a few hours per month 1:1 with a tutor and additional time for completion of distance learning, work based projects and portfolio development. It is important to note that all programmes require development of a written evidence portfolio and that individual levels of ability and support needs will need to be taken into consideration.

Application process

Individuals should fully complete an application form and return this by e mail/post/fax. It is important that all questions are answered , you detail any previous qualification levels and that you fully express any needs you might have relating to additional support as a result of disabilities, learning difficulties or literacy/numeracy skills.

Application processing

We will acknowledge receipt of your application. We will then process this, check eligibility and confirm the outcome of your application. A date will then be confirmed with you for initial induction, assessment and action planning.

Timeline

It typically takes a week to process your application and a further 2 weeks to allocate your tutor and set up induction. Some programmes are workshop based and will require you to submit your application by a set deadline and attend a pre scheduled induction and programme of activity. Applications can often be considered after stated deadlines but the published schedule of activity may change.

PLEASE CALL 0800 195 8799 OR E MAIL info@cee-mac.com IF YOU HAVE ANY QUESTIONS

