

# **UNDERPINNING KNOWLEDGE WORKSHOPS 2, 3 AND 4**

## **NVQ 2 UNDERPINNING KNOWLEDGE WORKSHOPS**

The NVQ 2 in Advice and Guidance is suitable for people working in an administrative capacity and offering information, for example, on learning, work or welfare rights. This might be either face-to-face or on the phone.

The aims of the workshops are to help you gain the:

- Underpinning knowledge and understanding required for the NVQ 2 in Advice and Guidance
- Information giving skills required for the NVQ 2 in Advice and Guidance.

The Workshops will help you to:

- Provide the necessary evidence to achieve the NVQ 2 in Advice and Guidance.

### **Workshop 1**

- Introduction to Career Paths NVQ Centre and to the NVQ 2 in Advice and Guidance
- Good practice in IAG - the Codes of Practice
- Your Personal Development Plan
- Keeping your knowledge and skills up-to-date
- Establishing contact with clients
- Reflecting on your practice - The Learning Journal

### **Workshop 2**

- Revision of Learning
- Establishing contact with clients continued
- Information giving skills
- Legislation

### **Workshop 3**

- Revision of learning
- Supplying information materials to clients
- Information giving practice
- Equal Opportunities

Your Assessor will conduct professional discussions with you in your workplace between workshops 3 and 4. The aim of these discussions is to assess your underpinning knowledge and understanding against the requirements of the NVQ.

#### **Workshop 4**

- Revision of learning
- Ethics and codes of practice
- Optional units chosen by you
- Evaluating your work
- Reflective account
- Witness testimony

#### **Workshop 5**

- Revision of learning
- Optional units
- Quality standards

#### **Workshop 6**

- Portfolio building
- Optional units
- Other topics depending on the needs of the participants

#### **NVQ Prices 2007**

**TOTAL COST** .. . . . . . £1000

#### **Additional Costs**

Additional Workshops .. . . . . . £200  
Additional Assessment of candidate performance (per visit).. .. £100

### **NVQ 3 UNDERPINNING KNOWLEDGE WORKSHOPS**

The NVQ 3 in Advice and Guidance is suitable for people who interview clients either face-to-face or on the phone, and offer information, advice and guidance, for example, on learning, work or welfare rights.

The aims of the workshops are to help you gain the:

- Underpinning knowledge and understanding required for the NVQ 3 in Advice and Guidance
- Interviewing skills required for the NVQ 3 in Advice and Guidance

The Workshops will help you to:

- Provide the necessary evidence to achieve the NVQ 3 in Advice and Guidance

## **Workshop 1**

- Introduction to Career Paths NVQ Centre and to the NVQ 3 in Advice and Guidance
- Introduction to the Quickstep portfolio system.
- Helping the client to access their organisation's service.
- The Health and Safety at Work Act 1974
- Your Personal Development Plan
- Keeping your knowledge and skills up-to-date
- Good practice in IAG - the Codes of Practice
- Reflecting on your practice - The Learning Journal

## **Workshop 2**

- Revision of learning
- Contracting
- Confidentiality - The Data Protection Act and other relevant legislation
- An introduction to Gerald Egan's three-stage interviewing model
- Interviewing skills
- Exploring a client's requirements

## **Workshop 3**

- Revision of learning
- Maslow's Hierarchy of Needs
- Providing information
- Decision-making models
- Helping clients to make effective decisions
- Interviewing practice

## **Workshop 4**

- Revision of learning
- Challenging clients ("The Johari Window")
- Equal opportunities
- Optional units chosen by you
- Interviewing practice

Your Assessor will conduct professional discussions with you in your workplace between workshops 4 and 5. The aim of these discussions is to assess your underpinning knowledge and understanding against the requirements of the NVQ.

## **Workshop 5**

- Revision of learning
- Ethics and codes of practice
- Optional units chosen by you
- Evaluating your work
- Reflective account
- Witness testimony

## Workshop 6

- Revision of learning
- Optional units
- Introduction to occupational choice theories
- Interviewing practice
- Quality standards

## Workshop 7

- Other topics depending on the needs of the participants

## NVQ PRICES 2007

**TOTAL COST** . . . . . £1500

### Additional workshops or assessment

Additional workshops. . . . . £200  
Additional Assessment of candidate performance (per visit) .. .. £100

## NVQ 4 UNDERPINNING KNOWLEDGE WORKSHOPS

The NVQ 4 in Advice and Guidance is suitable for people who interview clients either face-to-face or on the phone, and offer in-depth information, advice and guidance, for example, on learning, work or welfare rights.

The aims of the workshops are to help you gain the:

- Underpinning knowledge and understanding required for the NVQ 4 in Advice and Guidance
- Interviewing skills required for the NVQ 4 in Advice and Guidance.

The Workshops will help you to:

- Provide the necessary evidence to achieve the NVQ 4 in Advice and Guidance.

## Workshop 1

- Introduction to Career Paths NVQ Centre and to the NVQ 4 in Advice and Guidance
- Definitions of guidance
- Your Personal Development Plan
- Keeping your knowledge and skills up-to-date
- How to start an interview effectively

- Reflecting on your practice - The Learning Journal
- Interviewing models

## **Workshop 2**

- Revision of Learning
- Interviewing models
- Interviewing skills
- Exploring a client's requirements
- Occupational choice theories
- Legislation

## **Workshop 3**

- Revision of learning
- Ending an interview effectively
- Interviewing models continued
- Motivation theories
- Decision-making models
- Helping clients to make effective decisions
- Interviewing practice
- Occupational choice theories
- Managing your personal case

## **Workshop 4**

- Revision of learning
- Challenging clients ("The Johari Window")
- The self-concept and theories of transition
- Equal opportunities
- Occupational choice theories
- Optional units chosen by you
- Interviewing practice

Your Assessor will conduct professional discussions with you in your workplace between workshops 4 and 5. The aim of these discussions is to assess your underpinning knowledge and understanding against the requirements of the NVQ.

## **Workshop 5**

- Revision of learning
- Ethics and codes of practice
- Optional units chosen by you
- Evaluating your work
- Reflective account
- Witness testimony

## **Workshop 6**

- Revision of learning

- Optional units
- Interviewing practice
- Quality standards

**Workshop 7**

- Portfolio building
- Other topics depending on the needs of the participants.

**NVQ PRICES 2007**

**TOTAL COST** . . . . . £2000

**Additional costs**

Additional workshops . . . . . £200  
 Additional Assessment of candidate performance (per visit).. ..£100

**Entry Criteria for the NVQ 4**

- At least 18 months experience of providing advice
- Conduct regular in depth interviews of between 45-60 minutes
- Managing a personal case load of at least 7 people who you see at least twice
- Actively involved in two networks
- Prepared to commit at least four hours a week, between Workshops, to do independent reading and research.