



# FutureSkills North East

C.I.C.

*Developing communities through learning*

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## Level 4 Diploma in Advice & Guidance

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### **Who is the programme for?**

Anyone who is in an advice and guidance role, paid or voluntary.

### **What is covered on the programme?**

A range of topics are covered on the programme, these include:

- Developing interactions with clients
- Manage a personal case load
- Personal Development
- Operate within professional networks
- Understand the importance of legislation and procedures

### **What will I study?**

Learners will work towards **OCR Level 4 Diploma in Advice & Guidance** and on successful completion of all assessments, will be awarded the qualification.

### **How will the programme be assessed?**

Learners will complete a range of assessment tasks throughout the programme. Please note, learners will be required to **complete work in their own time** – approximately 2 hours per week.

It is a course requirement that learners are already in an advice & guidance role, as a paid worker or volunteer.

### **How long is the course?**

Taught sessions will be held 5.30pm - 8.30pm on the following days:

- Thursday 21st November
- Thursday 12th December
- Thursday 9th January
- Thursday 6<sup>th</sup> February
- Thursday 5<sup>th</sup> March

### **Where is the course held?**

MEA House, Newcastle upon Tyne.

### **Cost:**

£400

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For further information or to enrol on the programme please contact:

**info@futureskillsnortheast.org.uk**

**or**

**0191 440 3360**