

# City & Guilds

## Level 3 Certificate in Advice and Guidance

## Level 4 Diploma in Advice and Guidance

### What does the qualification cover?

The knowledge and skills required to deliver advice and guidance to clients in a range of circumstances.

### When can I start?

Any time

### Who is it suitable for?

The Level 3 Certificate is aimed at those who are newer to working directly with clients, offering advice and guidance

The Level 4 Diploma is aimed at those who are more experienced, working autonomously, possibly with management responsibilities

### What are the entry requirements?

You must be at least 16 years old for the Certificate and 18 for the Diploma

### How is it completed?

By being observed in the workplace and completing e-learning and written assignments.

### Duration

Level 3 – 9 months

Level 4 - 12 months

### Cost

£900 for the Level 3

£1,500 for the Level 4

\*Prices subject to change

Payment in instalments can be arranged

You may be eligible to apply for an

Advanced Learner Loan, for the Level 4

Diploma.



Central Bedfordshire Council  
and Bedford Borough Council  
working together



Apprenticeship



Education & Skills  
Funding Agency



European Union  
European  
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**The Academy**  
Supporting your career

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