

**Money and Pension Service Debt Advice Quality Framework for Individuals**

**Self Assessment Checklist**

**This form should be completed in conjunction with Application Form, referencing the Application Guidance document and specifically the NOS Grid. It is important to note that recommendations to accredit/reaccredit are based on meeting each of the individual NOS units within each activity set.**

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| **Training Course /Qualification Name** | **Debt Activity Set Applied For** | **National Occupational Standards Applicable** | **Documentary Evidence Submitted and or online source****(Please clearly reference each document submitted including the NOS unit it is designed to evidence)** |
| *e.g.**Introduction to Debt Advice* | *Initial Contact**Support Work* | *Support clients to make sure of advice and guidance services (SFJGA2)**Provide Information to Clients (SFJLA5)**Evaluate and develop own practice (SFJAE2)**Develop and manage interviews with clients (SFJGA6)**Enable advice and guidance clients to access referral opportunities (SFJGA4)* | *SFJ GA2 – Information you need from a client**Module 2 – Interview Techniques**Handout 1 – Support available options*  |
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For any queries or support with your application, please contact 01452 688357

Alternatively, email Liz Morris liz.morris@recognisingexcellence.co.uk