

Award in Information Advice and Guidance – Level 3

OVERVIEW

The Level 3 Award in Information, Advice or Guidance aims to provide learners with the skills and knowledge required by employers in a broad range of contexts where information, advice or guidance is provided.

This qualification is appropriate for learners who are required to deliver information, advice, or guidance as part of their job role, and for those who may be involved in signposting within the sector.

It is appropriate to those working in Further Education supporting young people with careers for example. It is also appropriate to those giving advice in the Voluntary Sector, health workers and anyone who would benefit from a programme of study reinforcing good practice.

ENTRY REQUIREMENTS:

- No previous qualifications are required
- Completion of initial assessment for maths and English
- In employment (full or part time)
- Able to provide photo ID

DELIVERY MODEL:

- Delivery via online learning platform
- Assigned a training and development coach to advise and support throughout
- Reviews and feedback provided

SUBJECTS INCLUDE:

- Developing interaction skills
- Applying interaction skills
- Understanding accurate record keeping (including GDPR)
- Effective communication skills and techniques
- Exploring options and individuals' needs

PROGRAMME LENGTH:

- 3 – 6 months
- This will be assessed based on your level of knowledge, job role and commitment

COST:

- Fully funded
- Via 'Skills Support for the Workforce'

For more information, please contact **WorkPays:**

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