



NCFE Level 2 Certificate in Information, Advice or Guidance

Develop your team with a fully funded Level 2 professional qualification

As an employer, do you want to be able to offer a qualification that is designed for your employees who are working in an Information, Advice or Guidance role? As funding requirements become more competitive, why not give your organisation the edge by offering your employees a professional qualification?

This qualification aims to develop the learner's knowledge and understanding of the key principles of Information, Advice or Guidance and applying these within their own context.

This is a fantastic opportunity to develop your employees' professional knowledge, whilst offering them a nationally recognised qualification.



SUPPORTED BY
MAYOR OF LONDON

For your employees to be eligible for a fully funded* qualification they must be:

- Employed and working in a role that pays up to the London Living Wage, which is currently £20,572 per annum or £10.55 per hour
- Aged 19 or over on the day they commence the course
- Able to meet the Residency Rules for funding (we can confirm this when you enquire about the course)
- Motivated and passionate about wanting to develop their career in Information, Advice or Guidance
- Able to write at Level 2 English standard or higher

*If your employees earn over this figure, then this course is co-funded, meaning you, as the employer would need to fund the balance of the course fees. Alternatively, the employee can pay the balance independently.

What will be learnt:

To complete this course, learners will follow 5 units:

Unit 1 – Information, Advice or Guidance in Practice

Unit 2 – Developing Interaction Skills for Information, Advice or Guidance

Unit 3 – Signposting and Referral in Information, Advice or Guidance

Unit 4 - Information, Advice or Guidance: Context

Unit 7 – Managing Information

Benefits

- ✓ Leads to a nationally recognised, accredited Level 2 qualification
- ✓ Improves skills and knowledge in relation to the provision of IAG and contributes to an increase in the productivity of the organisation
- ✓ Evidences professional competency
- ✓ Improves understanding of effective communication techniques
- ✓ Ensures a more motivated workforce that is able to draw directly upon their professional skills
- ✓ Provides a solid foundation for employees to progress onto higher level courses in Information, Advice or Guidance

To find out more,
please contact:



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