Ignite your career in Information, Advice & Guidance

Level 2 Certificate

Your future career is waiting

For many employers, trusting that employees can offer accurate information, advice and guidance (IAG) - and understand what can be shared legally and professionally – plays a significant role in recruitment and promotion decisions.

If you give information, advice or guidance as part of your job or aspire for a position of this type, this level 2 course could be key to your success.

- Achieve a nationally recognised Level 2 qualification
- Evidence your competency to employers
- Increase understanding of accurate record-keeping, effective signposting and referral
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college

Book your place:

0345 850 8899
restart_jobs@futuresforbusiness.com
www.futuresforbusiness.com

European Union
European Social Fund

The Restart program is part-funded by the European Union through the European Social Fund (ESF).

Department for Work & Pensions

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What does the course cover?

The Level 2 IAG Certificate is split into five units, allowing you to learn at a pace that you feel comfortable with. Each unit covers key areas of knowledge you will need in order to develop your skills and grow your career.

Unit One: Information, Advice or Guidance in Practice.

Unit Two: Developing Interaction Skills for Information, Advice or Guidance.

Unit Three: Signposting and Referral in Information, Advice or Guidance.

Unit Four: Information, Advice or Guidance in Context.

Unit Five: Skills for Advice Providers.

How does the learning take place?

This course is available as a distance-learning course, meaning you will be provided with all the material you need to complete it and you will be able to choose when and where you study.
You can choose to complete your course either:

- Entirely paper-based
- Paper-based learning with online assessments

You will also be assigned a personal tutor, who will be on hand to give support, answer questions, and provide direction if needed.

What will I receive at the end?

When you have completed all your learning and assessments, you will gain a Level 2 Certificate in Information, Advice and Guidance. This is a nationally recognised qualification.

Is it right for me?

- Are you looking to improve your communication skills?
- Are you ready to develop your career?
- Are you 16 years old or above?

If so, this is a fantastic opportunity to get started on your next steps.

The transferable skills gained are applicable to a wide range of industries and job roles, and flexible distance learning means the course can be completed at a pace to suit you.

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