

## Certificate in Information, Advice and Guidance

### Summary

This course aims to develop your knowledge and understanding of the key principles of information, advice and guidance. The qualification is designed for individuals who are looking to work in roles such as careers advice, peer mentoring, or housing support. You will cover interaction skills, signposting and referrals, as well as how to manage information and work within existing networks to deliver IAG.

<b>Course Provider</b>	NCC Home Learning Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB 0333 3445 690 ncchomelearning.co.uk
<b>Qualification Accreditation</b>	NCFE CACHE (RQF)
<b>Academic level</b>	2
<b>PET entry requirements</b>	Level 2 English
<b>Format of course material</b>	Paper-based (or file transfer on request)
<b>Structure of course</b>	<p><b>Five Units:</b></p> <ul style="list-style-type: none"> <li>• Information, advice or guidance in practice</li> <li>• Developing interaction skills for information, advice or guidance</li> <li>• Signposting and referral in information, advice and guidance</li> <li>• Managing information</li> <li>• Operating within networks to support information, advice and guidance</li> </ul>
<b>Assignments</b>	5 written assignments, all sent to learner at start of course. Assignments to be sent one by one. Feedback is given within 10 days.
<b>Exam</b>	No
<b>Estimated completion time</b>	150 hours
<b>Maximum course duration</b>	12 months from purchase date
<b>Prison support requirements</b>	Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost; contact supplier for tutor support or more info on assignment submission. See contact details are above in the 'Course provider' section.
<b>Supplier tutor's support</b>	Tutors will mark assignments and answer learner questions by email (via prison staff) or letter directly from learners.

<b>Certificate</b>	A certificate will be posted out to the learner upon completion of course.
<b>Progress</b>	To discuss any progression routes, call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).