

# INFORMATION, ADVICE OR GUIDANCE



Aged 19+ (born  
before 01/09/1999)



Lived in the EU  
for 3 years



Available  
fully funded

Offering clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can greatly improve outcomes for a business. There are some fundamental rules for successful information sharing and ensuring staff are aware of these is key.

## Benefits

- 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
- Improve your understanding of effective communication techniques

## What you will learn

- Information, Advice or Guidance in Practice
- Developing Interaction Skills for Information, Advice or Guidance