



# Fire Brigades Union National Learning Centre



## NCFE Level 2 Certificate Information, Advice or Guidance

### Course Content

The Information, advice and guidance programme covers a range of areas, including, providing information, offering advice and signposting people and supporting people in their chosen path. This programme will help you to develop the skills and knowledge needed to give information, advice and guidance to both individuals and groups.

**At your induction you will receive your learning resource/information pack which includes two assessments covering the following units:**

**Unit 1:** Developing interaction skills for information, advice or guidance

**Unit 2:** Information, advice or guidance in practice

**Unit 3:** Information, advice or guidance work with groups

**Unit 4:** Managing information

**Unit 5:** Signposting and referral – information, advice or guidance

### Completing the Course

The Certificate consists of two assessments normally taking up to four weeks per assessment so there is no need to attend a college to gain the qualification. The learning materials contain the knowledge needed to meet the assessment requirements of the course and activities allow you to practice your skills and test your learning. Assessment is based on a combination of knowledge and skills learned on the programme.

You must complete both assessments, within the agreed timescales and submit these for marking by our team of qualified tutors.

Your tutor will provide feedback, advice and guidance to ensure you can complete the course. Upon successful completion of both assessments you will be awarded the Level 2 Certificate in Information, Advice or Guidance.

### Course Costs

There are no fees for this course as the Fire Brigades Union Learning Centre has secured funding with the Skills Funding Agency and our Learning Partners. Please ensure that when you enrol on this course you are committed to completing the programme of study within the allocated timescales. Should you not complete the course in full, you may be required to pay a fee to cover registration, administration fees and learning material costs. Funded places are subject to availability and are subject to the terms and conditions of our Further Education

### Apply now

To register your interest, please visit the FBU Education and Lifelong Learning website

<http://www.fbueducation.org>

