

# Business and Management

## Information, Advice or Guidance Level 2 (Online)

### In Brief

#### Start Date / Duration

You can start this course at any time. The duration of the course is 19 weeks.

#### Entry Requirements

No previous formal qualifications are required.

#### You will achieve

You will achieve a Level 2 Certificate in Information, Advice or Guidance. (TQUK)

### Course Overview

Do you give information, advice and guidance but want to become more confident in your knowledge so you know what information can and can't be shared, both legally and professionally? If so, this course is for you!

If you are currently working in a capacity that offers information, advice or guidance, this qualification will ensure your skills and knowledge are up-to-date and in line with the latest rules and regulations regarding the sharing of information and data. It will enable you to offer clear and accurate information, advice or guidance and feel confident knowing what can and can't be shared, both legally and professionally.

### Course Content

You will study:

- Understanding Information, Advice, and Guidance practice
- Understanding the interaction skills required for Information, Advice or Guidance
- Understanding signposting and referral in Information, Advice or Guidance
- Understanding the context of Information, Advice or Guidance
- Understanding skills required by advice providers

### How will I be assessed?

You will complete an online assessment.

## **What Equipment Will I Need?**

All materials are provided for you to complete the course. However, you will need access to a PC/laptop and suitable Wi-Fi to access teaching and learning resources.

## **Where will I study?**

This course is studied online.

## **What can I do next?**

You could progress onto the Level 3 NVQ Diploma in Advice and Guidance.

## **How much does the course cost?**

This course costs £405. This course may be FREE to study depending on your circumstances – please see the drop-down option below for more details.

This course is funded by South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA). You must be living in the South or West Yorkshire regions to qualify for funding

## **Extra information**

### **Eligibility for Funding**

Part-time courses are only available for learners who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £23,400 a year, or if you are unemployed and receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. You will need to provide evidence of your eligibility which will be checked at enrolment.

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### **Contact the Information Unit**

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [<mailto:info@barnsley.ac.uk>]

### **English and Maths**

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't hold a grade C/4 or above in GCSE English and Maths, you will automatically be included in your study programme. If you want to work towards achieving a higher grade in English and Maths, we can help you do that too and we offer Level 3 Mathematical Studies (Core Maths) which can be added to your study programme.

If you're aged 19 or above and don't hold a grade C/4 or above in GCSE English and Maths we can help. We offer FREE English and Maths qualifications that can be studied on a part-time basis, subject to eligibility.

If you need any further information, please contact our Information Team by calling 01226 216 123 or emailing [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## **Disclaimer**

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 18th October 2024

### **Want to apply?**

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**