

**Eligibility: Must be aged  
19+ and live in Greater  
Manchester**

# Qualification: Information, Advice or Guidance

## LEVEL 2

6 week fully online course that will build upon your skills in giving Information, Advice or Guidance.

Focusing on developing your ability to offer clear and accurate Information, Advice or Guidance, you will be introduced to the fundamental rules for successful information sharing, including what can and can't be shared legally and professionally.

The course also covers interpersonal skills and group interactions, communication techniques, and how to store and retrieve information whilst complying with the law.

Learn with expert tuition and support.  
Further your personal and professional  
development and demonstrate your  
competency to employers.

## WHAT YOU WILL LEARN

- Exploring communication techniques
- Study how values, attitudes and beliefs can affect interactions
- Interaction and interpersonal skills
- How information, advice or guidance can be explored
- How group interaction can be utilised
- Managing information, including storage and retrieval
- Learn how to comply with the law.

## START DATES

### Initial Assessments

Friday 1st July and Monday 4th July 2022  
Between 9am and 4pm

### Course Start

Wednesday 6th July for 6 weeks

Funded by