

NOCN LEVEL 2 AWARD (IAG) – 2 units

Developing Information, Advice and Guidance Skills

Awarding Body: National Open College Network

Who will benefit?

This level 2 qualification offers an introduction to the world of Information, Advice and Guidance (IAG) and an awareness of good practice in the field. Front-line workers in a variety of advice and information roles can take advantage of the learning and development involved.

The Qualification

The qualification introduces topics such as current developments in IAG, skills for one-to-one interactions, professional and role boundaries, signposting and referral, equal opportunities, ethical practice, reflection and self development.

To achieve the level 2 Award candidates undertake peer assessment and submit a portfolio of written work, based on the learning offered. This can be completed in the afternoon workshops, where tutor support is available, or in the candidates' own time. The morning sessions are designed to facilitate relevant learning and allow for skills practice and discussion.

The programme can be delivered flexibly to meet the needs of individual candidates and the organisation but normally candidates attend 5 full day teaching/workshop sessions, held weekly.

Materials are available in alternative formats to suit the needs of clients and organisations.

Centre Support and Assessment

- Individual tutor support for learners
- Email and telephone help available Monday to Friday, with an out-of-hours answerphone service
- A range of assessment methods benefit from individual learning styles
- All portfolios moderated internally by qualified verifiers

Candidates normally complete the qualification within 3 months. There are no formal requirements needed, beyond a basic level of literacy. However, to benefit from the course, the candidate needs to be involved or have an interest in information and advice work and be willing to complete the portfolio.

How to apply

Contact rosemary.tatchell@ckcareers.org.uk or patricia.taylor@ckcareers.org.uk for an application form or ring 01484 226775 for more information.

The next course starts on and takes place at the Huddersfield Connexions Centre.

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