



## Information, Advice or Guidance

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 recordkeeping, 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

- **Unit 1**  
Information, Advice or Guidance in Practice
- **Unit 2**  
Developing Interaction Skills for Information, Advice or Guidance

### Delivery - A Flexible Approach

Every learner on a course with TSP Learn is assigned a personal tutor who is available to provide support as you work through your chosen course. We provide paper based learning materials and access to an online learning and assessment area. You can enrol at any time and work through the programmes at your own pace at times that suit you. Typically people complete programmes within 8-12 weeks.

### Entry Requirements

There are no minimum academic or vocational qualifications required but a good general standard of education is beneficial and would be advantageous. You must be aged 19+, and have lived in the EU for 3 years. Candidates should have a basic ability to read, write and understand spoken English. If you would like to develop your English functional skills further with us, let us know when you apply.

### Cost

Funding support is available for adults aged 19 and over for these programmes. Please contact us to confirm your eligibility.

### Take The Next Step

For further information and advice on how to start your programme contact us today:

Call: **01451 810 387** Email: **info@tsplearn.co.uk** Visit: **www.tsplearn.co.uk**