

Information Advice or Guidance TQUK Certificate Level 2

Course Overview

This nationally recognised qualification is suitable for a wide range of job roles and is a great way to strengthen your CV. During the course, you'll learn the difference between advice, information and guidance, and when each should be used. You'll also explore effective communication, asking the right questions, gathering accurate information, and knowing when to refer someone for further support. The course takes around 14 weeks to complete, depending on the time you have available and your existing knowledge.

What you will learn

During this course, you will learn about:

- Giving information, advice and guidance
- Developing effective communication skills
- Signposting and making referrals
- Using information, advice and guidance in different situations

You'll usually have three weeks to complete each submission. If you need more time, simply contact the Distance Learning Team. You can study online through our learning platform, Equal, or choose a paper-based course pack. Everything you need to complete the course is provided. As this is a distance learning course, you'll study from home at a time that suits you. There are no classes to attend, and our friendly tutors are available to support you throughout the course. You'll also receive helpful feedback on each submission to build your knowledge and confidence.

Entry Requirements

You must be over 19. You are asked to describe what you hope to achieve from the course during enrolment. This helps us to provide you with the right advice and ensure you are on the right course and at the right level. If you are not a British Citizen you may have to complete a Fee Assessment to ensure you qualify for government funding.

Course Fees

The level 2 distance learning courses are funded which is great news. If you are not a British Citizen you may need to complete a Fee Assessment to check funding eligibility. Please note that, upon successful completion of your course, you will receive an e-certificate by email. Printed certificates are not provided as standard. Awarding organisations have moved away from issuing physical certificates to support environmental sustainability, reduce their carbon footprint, and make it easier to obtain a replacement certificate if required. If you would like a printed certificate, this can be requested at a cost of £46, payable by the learner.

Course Progression

Leicester College has a huge choice of distance learning courses available at both level 2 and 3. At the end of your course, your tutor may suggest a suitable option for you or you can contact the distance learning team to advise you on the courses available. We also have a careers team available via phone email or in person who can help to plan a career pathway for you.

What Happens Next

If you would like to enrol, please click on Apply Now. You will then be directed to the application form, once complete you will be emailed a link to the full enrolment page, the link will ask for an Enrolment Code, this will be sent to you via text message. If you need any help with enrolment, please contact the College and we will guide you through the process.

Course Details

Course Code	P00083
Start Date	Various
Study Hours	Part Time
Duration	6 weeks
Campus	DISTANCE
Level	2

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