



## Level 3 Award in Information, Advice or Guidance

*Develop your skills and knowledge in Information, Advice and Guidance with high quality training in the East of England. Delivered by Suffolk County Council.*

### AIMED AT

People who have responsibility for providing careers and employability information and advice as part of their core work. Individuals may be working in education or training settings, National Careers Service, Job Centre Plus or departments of other organisations that provide employability support.

*No previous experience required. Age 19+*

### WHAT WE OFFER

- ▶ **Expert Facilitators**
- ▶ **Blended learning**
- ▶ **Support** from assessors and tutors
- ▶ **Opportunities to share practice**
- ▶ Access to an **online portfolio and resources**
- ▶ This **qualification** will provide a good introduction to careers work

**Sept 2020 – Jan 2021**  
4 Training days | **ONLINE**

**CREDITS: 9**  
Two mandatory units | Five assessments  
**COST: £750**

For more information contact:  
[Jacqui.Phipps@suffolk.gov.uk](mailto:Jacqui.Phipps@suffolk.gov.uk)



	Date	Unit	Mandatory / Optional
Time:	10.00 – 15.00		
Day 1	Tue, 22 Sept 2020	Course requirements Own role & organisation, IAG principles; core protocols	M
Day 2	Wed, 21 Oct 2020	<b>Interviewing Skills and models -1:</b> will include working with clients face to face, by telephone and virtually.	M
Day 3	Thu, 5 Nov 2020	<b>Interviewing Skills and models -2:</b> will include working with clients face to face, by telephone and virtually. <i>You must attend both sessions.</i>	M
Day 4	Fri, 27 Nov 2020	<b>Equality and Diversity Networking &amp; Referrals Personal Development plans</b>  <b>Overview of Careers resources and Labour Market Information</b>	M
<b>31<sup>st</sup> Jan 2021</b>			
<b>Final assessments and reflective account completed</b>			

- “
- A very worthwhile course and highly recommended
  - Thank you, have enjoyed the course immensely and hope to continue developing my skills.
  - Would recommend this course. It has equipped me with knowledge, skills and confidence to carry out my new role.
  - A good course, extremely useful and relevant to my role. Good for my personal development and supports my organisations commitment to providing good IAG.
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