



NCFE Certificate in Information, Advice or Guidance

Learn about providing information, advice or guidance for specific groups of clients and consider how clients can be supported in making appropriate choices. You will also learn how to help them overcome barriers when accessing information, advice and guidance and learn about ways of managing information and records.

This course aims to:

- Introduce the concepts and models of effective 'Information, advice and guidance'
- Further your Understanding in meeting the needs of clients
- Increase your confidence dealing with clients and related agencies
- Outline the need for accurate record-keeping and fulfilling good practice guidelines
- Explore ways to work with clients in a supportive, non-discriminatory manner
- Consider how values, beliefs and attitudes may effect interactions with clients
- Stress the importance of adhering to confidentiality and maintaining impartiality
- Provide a basis for further study and/or career development

Key facts

Course title:

NCFE Certificate in Information, Advice or Guidance

Location:

These programmes are available via distance learning

Start date:

TBC

Course length:

4 months

This flexible course is run over 4 months and is delivered by distance learning.

Choose from these course options

Course Title	Location	Start	Length
NCFE Certificate in Information, Advice or Guidance	These programmes are available via distance learning	TBC	4 months

To find out more call 0845 22 32 567 or email enquiries@cornwall.ac.uk



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