

**FREE**

**FLEXIBLE**

**FULFILLING**

 Refresh your career or learn a new skill with one of our vibrant short courses!

# Certificate in Information, Advice or Guidance

**Level 2 NCFE/CACHE**

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.

What you will learn:

Information, Advice or Guidance in Practice

Developing Interaction Skills for Information, Advice or Guidance

The benefits:

Achieve a nationally recognised Level 2 qualification

Evidence your competency to employers

Increase understanding of accurate record-keeping, 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

**Interested? Let's talk!**  [info@etacs.co.uk](mailto:info@etacs.co.uk) |  [etacs.co.uk](http://etacs.co.uk)

**ETA**  
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