

## Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Information, Advice and Guidance in the Workplace

**Unit Reference Number:** J/615/6991

**Level:** Entry Level Three (3)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand what is meant by Information Advice and Guidance (IAG) at work	1.1 State what the abbreviation IAG means
	1.2 Indicate what IAG involves with examples
	1.3 State what is meant by signposting
2. Understand how to access work-based IAG services	2.1 List organisations or individuals who offer IAG services
	2.2 Indicate the role of the unions in IAG
	2.3 State why an individual might want to access IAG services
	2.4 Name the person/people at work who offer IAG and the location for these services
	2.5 State how an individual at work can access IAG services
	2.6 Give an example of how any worker can contribute to IAG services
	2.7 State the role appraisal plays in IAG
3. Understand the benefits of IAG	3.1 List ways in which IAG could help the individual to progress at work
	3.2 State what is meant by impartial advice
4. Know about other specialist services	4.1 Name one specialist service that offers help and support to individuals seeking to progress at work

4.2 State why work-based IAG services may signpost an individual to specialist services