

Unit Title: Contribute To And Make Use Of Information, Advice And Guidance
Unit Level: 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: CAL952
Ofqual Unit Code: T/600/9906

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the role of Information, Advice and Guidance (IAG).	1.1	Define the abbreviation IAG.
		1.2	Outline what IAG involves with several examples.
		1.3	Describe what is meant by signposting, with examples of people at work who could be in or are in a signposting role.
		1.4	Outline the role of the unions in IAG.
		1.5	Outline the potential role of the employer in IAG.
2.	Access and contribute to work-based IAG services.	2.1	Identify organisations at work and in general who offer or support IAG services.
		2.2	Outline why individuals might want to access IAG services and give an example.
		2.3	Identify person(s) at work who offer IAG and the location for these services.
		2.4	Outline how an individual can access IAG services.
		2.5	Give examples of how any worker can contribute to IAG services and why this is potentially helpful to the company as a whole.
3.	Use IAG services to help progression at work.	3.1	Outline ways in which IAG could help the individual to progress at work.
		3.2	Identify what is meant by impartial advice and why those offering or supporting IAG services need to give it.
		3.3	Outline the role appraisal plays in IAG.
4.	Understand about other specialist services.	4.1	Identify specialist services that offer help and support to individuals seeking to progress at work.
		4.2	Identify why work-based IAG services may signpost an individual to specialist services.

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Assessment Guidance:

NA

Additional Information:

NA
