

QUALIFICATION SPECIFICATION



Award in Information, Advice or Guidance (Level 2)

Apprenticeships

Digital

Employability
Enterprise

English & Maths

ESOL

Personal & Social Development

Professional Development

This qualification specification covers the following qualification:

Qualification Title	Qualification Number
Gateway Qualifications Level 2 Award in Information, Advice or Guidance	600/9204/X

Version and date	Change detail	Section/Page Reference
6.0 (Dec 2022)	Funding section updated, removed address and changed back cover	Page 6 & 12

About this qualification specification

This qualification specification is intended for tutors, assessors, internal quality assurers, centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/recognition

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1. Qualification Information

1.1 About the qualifications

The qualification has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The Gateway Qualifications Level 2 Award in Information, Advice or Guidance aims to create a career pathway for learners in information, advice or guidance and to fill the acknowledged gap in provision for those giving information, advice or guidance at this level.

The qualifications will be beneficial in three key areas:

- to the learner, who will become better skilled and confident in information, advice or guidance delivery
- to the organisation, to which the learner is attached as the learner's practice becomes more informed and confident
- to the client, who will receive a higher quality service.

The qualification has been developed for learners working in this field to share good practice and build confidence in their ability to fulfil their role as providers of advice at this level in a range of contexts. The qualification gives support to those working as advice or guidance providers to be able to guide those they are supporting to make informed choices.

The qualifications are particularly suitable for those who:

- deliver information, advice or guidance and who want recognition for the work that they do
- have an interest and/or some involvement in information, advice or guidance delivery but not as their primary role, for example:
- first line staff - receptionists, secretaries, learner support workers, mentors
- people working in voluntary organisations in a paid or unpaid capacity
- people working with further, adult or community groups - full time or part time tutors, outreach workers
- members of staff working formally or informally with young people in Integrated Youth Support Services including Young People's Services, Connexions, Children's Workforce Development Council and Adults Advancement and Careers Service.

The qualifications were originally developed with:

- Employment National Training Organisation(ENTO)
- Lifelong Learning UK (LLUK)
- Children's Workforce Development Council (CWDC)
- Voluntary Sector Organisations including National Citizens Advice Bureau
- Museums, Libraries and Archive Council and the local Library Service
- Private Training Providers, for example A4E
- FE Colleges
- General Advice Sector, for example Advice UK
- Careers Education Sector
- Schools and 14-19 education service providers.

The Gateway Qualifications Level 2 Award and Certificate in Information, Advice or Guidance are related to the National Occupational Standards (NOS) for Advice and Guidance (2006) developed by ENTO.

1.2 Objective

The Gateway Qualifications Level 2 Award in Information, Advice or Guidance is categorised as having the following objective as defined by Ofqual:

Preparing Learners for Employment.

1.3 Key facts

Qualification Title	Total Qualification Time	Guided Learning	Credit Value
Gateway Qualifications Level 2 Award in Information, Advice or Guidance	60	36	6

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

1.4 Funding

For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

<https://www.gov.uk/government/collections/qualifications-approved-for-public-funding>

<https://hub.fasst.org.uk/Pages/default.aspx>

1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process.

Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

1.6 Geographical coverage

This qualification has been approved by Ofqual to be offered in England.

1.7 Progression opportunities

The Gateway Qualifications Level 2 Award in Information, Advice or Guidance enables progression to employment, further learning opportunities within employment, or further study.

The Gateway Qualifications Level 2 Award in Information, Advice or Guidance relates academically to GCSE subjects such as sociology, psychology, English language and citizenship, in so far as the units focus on aspects of social interaction, general communication skills and equal opportunities.

Learners who have successfully completed the Gateway Qualifications Level 2 Award in Information, Advice or Guidance will be able to progress to:

- Gateway Qualifications Level 3 Award in Information, Advice or Guidance
- NVQ Level Three in Advice and Guidance.

Other appropriate Level 2 or Level 3 provision, for example teaching adults, facilitating group learning or mentoring.

1.8 Relationship with other frameworks

The Gateway Qualifications Gateway Qualifications Level 2 Award in Information, Advice or Guidance is related to the National Occupational Standards (NOS) developed by ENTO. It provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in 1.3 Health and Social Care.

Relevant units within the qualification have been carefully developed according to the relevant standards as appropriate and/or in conjunction with Users of qualifications

2. Learner Entry Requirements

2.1 Age

The approved age range for these qualifications is: 19+

2.2 Prior qualifications

There is no requirement for learners to have achieved prior qualifications.

2.3 Prior skills/knowledge/understanding

The demands and nature of the qualifications and the assessment requirements are such that learners will need to have literacy skills which are at least Level 2 of the National Standards for Adult Literacy or be working towards this standard. To meet this requirement learners may have achieved or be working towards Functional Skills at Level 2 in English, which aligns with the Level 2 adult literacy standards.

The learner will need to be able to:

- Read and interpret given tasks
- Provide answers that are clear, logical and understandable
- Organise relevant information clearly and coherently.

Learners will also need to have a minimum level of experience in the delivery of information, advice or guidance.

2.4 Restrictions

There are no other restrictions to entry.

2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Special Considerations

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

2.6 Additional Rules/Guidance

The minimum age for access to the qualifications is 19 years old because the complex nature of advice giving within the range of sectors where it is offered demands that learners have a minimum level of experience, self-awareness and self-confidence.

3. Achieving the Qualification

3.1 Qualification structure

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library.

Gateway Qualifications Level 2 Award in Information, Advice or Guidance

In order to achieve the Level 2 Award in Information, Advice or Guidance the learner must successfully complete all 6 credits in the mandatory group.

Unit Number	Title	Level	Credit Value	GLH
D/502/7984	Information, Advice or Guidance in Practice	2	3	18
Y/502/7983	Developing Interaction Skills for Information, Advice or Guidance	2	3	18

3.2 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

The process of Recognition for Prior Learning is not applicable to this qualification.

3.3 Links to other qualifications

The Gateway Qualifications Level 2 Award in Information, Advice or Guidance relates academically to GCSE subjects such as sociology, psychology, English language and citizenship, in so far as the units focus on aspects of social interaction, general communication skills and equal opportunities.

Learners who have successfully completed the Gateway Qualifications Level 2 Award in Information, Advice or Guidance will be able to progress to:

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Other appropriate Level 2 or Level 3 provision, for example teaching adults, facilitating group learning or mentoring.

4. Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

4.1 Method of assessment

The method of assessment for the qualification is through a portfolio of evidence

4.2 Assessment materials

There are no specific assessment materials provided for this qualification.

4.3 Qualification-specific centre requirements

None.

4.4 Qualification-Specific tutor/assessor requirements

There are no additional tutor/assessor requirements for this qualification.

4.5 Qualification-specific quality assurance requirements

There are no additional requirements.

5. What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications centre please contact:

Tel: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

6. Gateway Qualifications

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