

# Qualification Factsheet

## Qualification overview

<b>Qualification title</b>	<b>NCFE CACHE Level 2 Certificate in Information, Advice or Guidance</b>		
<b>Qualification number (QN)</b>	601/4321/6		
<b>Total qualification time (TQT)</b>	150	<b>Guided learning hours (GLH)</b>	114
<b>Entry requirements</b>	<p>Entry is at the discretion of the centre. However, learners should be aged 16 or above to undertake this qualification.</p> <p>There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they have already achieved a level 1 qualification.</p>		

## About this qualification

This qualification is designed for those who work in, or are looking to work in an information, advice or guidance role.

This qualification aims to:

- develop the learner's knowledge and understanding of the key principles of information, advice or guidance and how to apply these within their own context

The objective of this qualification is to:

- prepare learners for further training and to support a role where learners may give initial information, advice or guidance to others

## Qualification structure

### Mandatory units

Unit 01 Information, advice or guidance in practice (R/506/6653)
Unit 02 Developing interaction skills for information, advice or guidance (Y/506/6654)

### Optional units

Unit 03 Signposting and referral in information, advice or guidance (D/506/6655)
Unit 04 Information, advice or guidance – context (H/506/6656)
Unit 05 Skills for advice providers (K/506/6657)
Unit 06 Benefits advice work – practice (M/506/6658)
Unit 07 Managing information (T/506/6659)
Unit 08 Specialist advice work in practice – housing (K/506/6660)
Unit 09 Specialist advice work in practice – debt (M/506/6661)
Unit 10 Specialist advice work in practice – employment (T/506/6662)

Unit 11 Specialist advice work in practice – refugee, immigrant or asylum seeker (A/506/6663)
Unit 12 Information, advice or guidance in schools and colleges (F/506/6664)
Unit 13 Information, advice or guidance work with groups (J/506/6665)
Unit 14 Operating within networks to support information, advice or guidance (L/506/6666)

## Assessment

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

This qualification is internally assessed and externally quality assured.

The assessment consists of **one** component:

- an internally assessed portfolio of evidence, which is assessed by centre staff and externally quality assured by NCFE (internal quality assurance must still be completed by the centre as usual)

Learners must be successful in this component to gain the Level 2 Certificate in Information, Advice or Guidance.

Unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all assessment evidence presented for external quality assurance must be in English.

## Progression opportunities

Learners who achieve this qualification could progress to the following:

- employment:
  - careers advisor
  - counsellor
  - customer service advisor
  - debt advisor
  - employment advisor
  - help-desk advisor
  - housing support worker
  - learning support worker
  - legal services support worker
  - peer mentor with a range of employers, such as:
    - local authorities
    - careers advice services
    - voluntary sector organisations
    - student services
    - citizens advice services
    - housing associations
- further education:
  - customer service
  - counselling
  - health and social care



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Version 1.0 July 2025

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