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| Unit Title: Provide information, advice and guidance | | |
| URN: T/506/6368 |  |  |
| Credit Value: 4 |  |  |
| Level: 4 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Understand the importance of providing accurate information, advice and guidance in a person centred way** | | | |
| 1.1 Explain the relationship between information, advice and guidance |  |  |  |
| 1.2 Explain the importance of respecting different values, diversity, cultures, beliefs, expertise and experience in providing information, advice and guidance |  |  |  |
| 1.3 Analyse the risks in supporting individuals and others to access information, advice and guidance |  |  |  |
| 1.4 Explain why accurate, timely and relevant information, advice and guidance is important |  |  |  |
| 1.5 Outline the impact on individuals and others of information, advice and guidance in enabling informed decisions |  |  |  |
| **2 Understand provision of information, advice and guidance in own practice** | | | |
| 2.1 Analyse own role, responsibilities and boundaries in provision of information, advice and guidance |  |  |  |
| 2.2 Analyse ethical principles and their impact on own practice |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **3 Be able to provide accurate information advice and guidance using a range of sources** | | | |
| 3.1 Establish requirements for information, advice and guidance with individuals and others |  |  |  |
| 3.2 Provide person centred information, advice and guidance to individuals and others |  |  |  |
| 3.3 Support individuals and others to access information, advice and guidance from different sources |  |  |  |
| 3.4 Signpost individuals and others for specialist advice |  |  |  |
| 3.5 Discuss any potential risk in information, advice and guidance given with individuals and others |  |  |  |
| 3.6 Summarise information, advice and guidance offered |  |  |  |
| 3.7 Check the understanding of information, advice and guidance offered |  |  |  |
| 3.8 Record information, advice and guidance offered including identified risks in ways agreed by the organisation |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **4 Be able to review own practice in information, advice and guidance** | | | |
| 4.1 Review how the interaction with individuals and others met their information, advice and guidance needs |  |  |  |
| 4.2 Evaluate own knowledge and practice in providing information, advice and guidance |  |  |  |
| 4.3 Implement plan to develop own knowledge and practice in providing information, advice and guidance |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: