***LEVEL 2 AWARD/CERTIFICATE IN INFORMATION, ADVICE OR GUIDANCE***

**After completing your assessment please return it to your tutor/assessor**

**ADVICE TO ALL CANDIDATES**

* Please complete your personal details and candidate statement below.
* Complete all questions in this assessment.
* Write your answers in the spaces provided. Add any additional work for any of the questions on plain paper and attach to this assessment.
* You do not need to return your completed activities for the units – just this assessment.
* If you require any assistance or guidance please contact your tutor/assessor.

**PERSONAL DETAILS**

Name:

Contact Address:

Email (home) (work)

Telephone no. (evening) (day)

Unit 3 assessment

Information, advice or guidance work with groups (L/502/7955)

**CANDIDATE STATEMENT**

I certify that I began the learning materials for Unit 3 on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* and have completed all sections in this assessment. I confirm that this is my own work.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please insert the date you started working through the course materials for the module.

**Assessment 3.1: The role of group work in information, advice and guidance**

(The reference in brackets at the end of each task refers to the assessment criteria for the learning outcomes of this qualification and is for your assessor’s use.)

1. **Explain and comment on how aspects of information, advice or guidance can be explored in group settings.** *(1.1)*
2. **a) Explain the advantages of group work as an information, advice or guidance activity.** *(1.2)*
3. **b) Explain the disadvantage of group work as an information, advice or guidance activity.** *(1.2)*

**Assessment 3.2: Factors that influence group sessions**

1. **Explain the ways in which individual members of a group can be encouraged to work co-operatively.** *(2.1)*
2. **Summarise the factors that can create challenges to co-operative group work, and explain ways in which these can be overcome.** *(2.2)*
3. **Explain the ways in which respect for group members’ values and beliefs can be facilitated.** *(2.3)*

**Assessment 3.3: Planning, conducting and evaluating information, advice and guidance sessions**

1. **Produce a detailed session plan for an information, advice or guidance group that demonstrates aims, learning outcomes and methodology.** *(3.1)*
2. **Conduct an information, advice or guidance group session, using the detailed session plan. Describe how you conducted the session and if the session went to plan, or the changes you needed to make.** *(3.2)*
3. **Evaluate the effectiveness of the session through reflection on your own performance. Summarise client feedback from the evaluation forms.** *(3.3)*

**Assessment 3.4: Facilitating group work**

1. **Summarise the skills necessary to facilitate co-operative group work in information, advice or guidance.** *(4.1)*
2. **Explain how the skills necessary to facilitate co-operative group work in information, advice or guidance are used effectively.** *(4.2)*
3. **Analyse your own strengths and areas for development in facilitating co-operative group work in information, advice or guidance (you could refer to the analysis you carried out in your workbook).** *(4.3)*

***WELL DONE!***

**You have now completed the assessment questions for Unit 3. Please staple your assessment together with the completed header sheet at the front and return it to your assessor/tutor. Your assessor/tutor will provide you with feedback on the assessment. If you need any further help or guidance, please contact your assessor/tutor.**