

Appendix 2 – IAG Form



Assessor Advice & Guidance Statement

Candidate Name	██████████	Assessor Name	██████████
Candidate Department	Care	Date:	22-2-2021
<p>Discussion on Candidates Intent <i>(What does the Learner want to learn and why)</i></p> <p>I spoke to ██████████ and she is interested in improving her computer skills especially using Excel to do her timesheets as they are all online now. She hasn't used Excel before.</p>			
<p>Discussion on Advice & Guidance – Implement <i>(What advice have you given – What recommendations have you made? Is the learner happy with the advice?)</i></p> <p>██████████ works irregular shift patterns and sometimes works nights. She is free on the Friday 5th March and the 19th though if there is a suitable Learn IT Friday course for her. I said I would get back to her once I know if there is course for her to do on Fridays. She hasn't used Zoom before, so may need a session beforehand to get her used to it.</p>			
<p>Outcome of Advice & Guidance Session <i>(Complete this if the Learner is enrolling onto a course)</i></p>			
Course Offered & Level			
Start Date, Day & Time of Course			
Assessor			



<p>Impact on Candidates Skills (During/After course completion) <i>(For work / home)</i></p>
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An initial advice and guidance form that captures the staff member starting point and reviews/evidence of learning and the impact the learning has had on skills for work and life.