

Information, Advice and Guidance (IAG) Policy

Purpose

IAG covers the range of activities and interventions that help students become self-reliant and better manage their personal career development and learning.

It includes providing accurate, up-to-date, and objective information about personal and lifestyle issues, career opportunities, progression routes, choices, where to find help and advice, and how to access it.

IAG includes providing advice through activities that help students gather, understand and interpret information in their own situations. This is delivered through activity days, work-related learning, life skills and PSHE. IAG underpins Every Child Matters Agenda.

Organisation and Content

- Career and personal development are delivered through PSHE-style curriculum and activities.
- Guidance occurs on an individual/group basis during mentor sessions. The mentor is the key manager of this guidance. This process includes 'learning conversations' led by mentors and the education coordinator.
- Students will be given all the help that they require, including access to information on local and national prospectuses, websites, and helplines that can offer them further support regarding education and careers. For example, the National Careers Service, Skills to Succeed Academy, and Talk to Frank.
- If required, leaflets and open events can provide students and parents/carers with information about personal and economic well-being and financial capability.
- Students are encouraged to take the skills checks on a Lifelong Learning Account to assess their skill areas, Motivation, Interests, and Personal Style.
- Targeted students are provided with mentoring.
- IAG is provided confidentially and in an appropriate setting.

Responsibilities

- The responsibility to look at IAG lies with the Managers and individual tutors.
- Mentors are responsible for delivering IAG during mentor sessions.
- Managers and tutors are responsible for developing Enterprise, WRL and IAG through their specialist areas.

Parents and carers

- Parents and carers are encouraged and supported to help students to become self-reliant and better able to manage their personal and career development.
- This is done through information booklets and workshops/courses.

Contribution of outside bodies

- Professional bodies and institutions supply reference materials, e.g. booklets, leaflets, and prospectuses.
- Access open events, taster sessions and other related information from providers.

Complaint's procedure

- Complaints about IAG should be made via the official channels to the Head of Provision.