

# Information, Advice and Guidance 2022-23

<b>Lead Responsible:</b>	Director of Student Services, Experience and Support
<b>Approval Dates for Revisions:</b>	
Academic Board/College Leaders	
Equality Impact Assessment	
Governor Committee: AC/FR/AU/SG/ES	
Governing Body	
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## About this Policy

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The purpose of the policy is to ensure that all students who are undertaking a programme of learning (FE or HE), Apprentices, potential and former students, receive high quality Information, Advice and Guidance (IAG) in order to support them to enter and progress in learning and work.

The College will support students to develop the skills to:

- Understand the range of opportunities for learning, work and career development available to them.
- Gather, understand and interpret information and how to apply it to their own aspirations.
- Successfully transition between learning, training and work.

The College will ensure that the IAG services are delivered in accordance with:

- The 'Principles for Coherent Information Advice and Guidance' as contained within the Matrix Standard.
- The Quality in Careers Standard.
- The eight Gatsby benchmarks of Good Career Guidance.
- Statutory Guidance for Further Education and Sixth Form Colleges 2018.

## The eight Gatsby Benchmarks of Good Career Guidance

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1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

## Related Documents

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Admissions Policy  
Work Experience Strategy

## Guidance and Procedures

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### **The Vice Principal is responsible for:**

- Ensuring that the Information Advice and Guidance Policy (IAG) is implemented.

### **The Vice Principal, Student Services Director and Business Development Unit (BDU) are responsible for:**

- Ensuring that the Information Advice and Guidance (IAG) Policy is operationalised through adherence to the procedures.
- Identification of a Careers Leader for the College, in line with 'Good Career Guidance – reaching the Gatsby Benchmarks'.
- Ensuring the strategy implemented caters for those in vulnerable groups, including those with an Education Health and Care Plan.

### **The Heads of School for Business Development Unit and Student Services are responsible for ensuring:**

- Appropriate staffing and resources are identified to provide outstanding Information Advice and Guidance (IAG) student experience.
- High quality Information Advice and Guidance (IAG) services to all students across all departments by fully qualified careers advisers are provided.
- All students undertaking a Programme of Study have access to independent one-to-one Careers Guidance.
- The careers team work closely with internal curriculum staff in order to provide tailored Information Advice and Guidance (IAG) services in line with local market intelligence (LMI) for specific departments.
- Information Advice and Guidance (IAG) services are advertised, promoted and delivered across all college campuses.
- Training and support are provided for college staff to ensure that their knowledge is updated with developments in careers and local market intelligence (LMI) through continuous professional development.
- The careers team actively promote diversity, challenges stereotypes and tailor Information Advice and Guidance (IAG) services to individual student needs and circumstances.
- That Information Advice and Guidance (IAG) services provided to students is accurately recorded and quality assured.
- That where appropriate the careers advisers signpost students to appropriate external services.
- Information Advice and Guidance (IAG) services that students have accessed are recorded and stored confidentially in accordance with Data Protection and Confidentiality Guidelines.
- Development of a Careers strategy to support curriculum departments to deliver on the Gatsby Benchmarks.

**The Heads of School for Curriculum (HOS) are responsible for ensuring:**

- The College Careers strategy is used to support their teams to deliver on the Gatsby Benchmarks.
- Applicants and potential applicants to the College are provided with suitable information and advice to make learning choices appropriate to their level of ability and in line with their aspirational goals.
- Information Advice and Guidance (IAG) procedures are implemented in the department by providing opportunities for all students to have access to high quality Information Advice and Guidance (IAG) services across all courses through tutorial provision.
- Opportunities are identified for all students to have access to timely and appropriate careers guidance to support readiness for the next phase of education, training or employment so that students can make the transition to the next stage successfully.
- A calendar of work experience and industry placements for each curriculum area is developed and shared with the Work Experience Team Leader.
- Work closely with the Work Experience team to create opportunities for students to develop wider employability skills and attitudes to work that enable students to demonstrate the practical skills they have developed.
- Curriculum teams provide opportunities for students to undertake a range of activities such as employment taster sessions, enterprise projects and employability activities to raise aspirations and to prepare students for the future world of work.
- Curriculum teams book their students into UCAS support sessions
- Curriculum teams have received draft personal statements from all students planning to go to University and that appropriate feedback is provided prior to the UCAS internal deadline.
- Maintenance of contact with applicants to the College with provision of 'keeping warm' activities which enable applicants to access further Information Advice and Guidance (IAG) if required.

**The Admissions Manager is responsible for ensuring:**

- Applicants and potential applicants to the College are provided with suitable information and advice to make learning choices appropriate to their level of ability and in line with their aspirational goals.
- Timely follow up of applications to the College with invitations to appropriate Information Advice and Guidance (IAG) events to confirm learning choices.
- Appropriate referrals are made to specialist Information Advice and Guidance (IAG) services where required.

Training and support are provided for College Admission staff to ensure that their knowledge is updated with developments in careers and local market intelligence (LMI) through continuous professional development.