

# Information Advice & Guidance Policy

## What is the purpose of IAG?

To enable real progression for learners.

## What is IAG?

**Information** – on learning and work opportunities e.g. printed, audio visual, verbal

**Advice** – helping to interpret information to meet learner needs, signposting and referral to other organisations and services

**Guidance** – a deeper discussion, exploring options and decision making

## Why do we need IAG?

To ensure good practice in supporting our learners and encourage participation and achievement

## Targets for IAG?

Target	%	Resource
Learner Entitlement	100%	All learners receive IAG pre, during and end of programmes
Employee Awareness	100%	All staff are aware of the need to offer objective IAG
Induction	100%	All learners receive an induction to their learning to ensure “right fit”
Additional Support	100%	Any learners with identified special needs, receive additional support
Retention & Achievement	Min 85%	Learners are retained on programme until successful completion
Progression	70%	Learners progress to another level in learning or to a positive outcome including sustainable jobs
Employer IAG	100%	All employers are given IAG when choosing short courses or matching a young person into their organisation

## When does IAG happen?

**“Getting into” learning** – ensuring the course is appropriate and overcoming concerns

**“Getting on” in learning** – ongoing support to maintain pace and momentum, revising goals and future options

**“Moving on” from learning** – support to progress to further and higher learning and development and into jobs

## IAG and Key Learner Processes

KLP	IAG	Where to record it
Recruitment & Entitlement	✓	Marketing materials /Website
Initial Assessment	✓	ILR
Induction	✓	Individual Learning Plan
Additional Support	✓	ILP and Review Form
Planning Learning	✓	ILP
Training/Teaching/Learning	✓	ILP, Timetables, Lesson Plans
Assessment and Reviews	✓	ILP and Assessment Plan
Exit and completions	✓	ILP and Exit Guidance
Learner feedback	✓	Learner Voice/Surveys

### Where is IAG recorded?

Induction, on learning plans, on reviews and assessment plans.

### Who is responsible?

Everyone who interacts with learners.

We will upskill our staff to be qualified or aware of IAG.