

Information, Advice and Guidance (IAG) Policy v4

Any Driver recognise the essential part played by Information Advice and Guidance (IAG) and Careers Information Advice and Guidance (CIAG) in supporting potential and actual Learners to make choices about their lifestyle, education and careers, to raise their aspiration and achievements. IAG/CIAG also plays an important role in developing and broadening the curriculum, increasing participation and improving the achievement and progress of all Learners.

This policy sets out a commitment by Any Driver to implement IAG/CIAG standards available for all Learners and to make it accessible, independent, relevant and provide clear progression routes into further study, employment or self-employment.

Learners can expect to get:

- Clear impartial IAG/CIAG about all the options available, so that they understand what they involve
- Support and guidance to help you make choices and plan their careers
- Regular personal support and information on how well they are progressing
- Help to decide what to do when their learning programme has been completed, including further learning, training, employment or self-employment
- An opportunity to set out an individual learning plan
- An opportunity to learn about the world of work, employed or self-employed status
- Help at the appropriate time

Planning, delivery and review

Any Driver will carry out the first IAG/CIAG session prior to enrolment and conclude it at enrolment. IAG will be embedded throughout the programme and discussed at the mid-way review. The final IAG session takes place at the end of the course as part of the final exit interview.

Partnership and collaboration

Any Driver will refer applicants to an appropriate college or specialist training provider if they aren't yet at the entry level required for English and/or maths. Any Driver will maintain contact in preparation for them be able to commence their chosen course.

Any Driver will refer Learners to an appropriate institution once they've achieved their qualification and their next steps are for a course or learning outcome that isn't offered by the center.

Any Driver will support Learners that are relocating to find an alternative training provider.

Training

The delivery of IAG/CIAG will be undertaken by staff from Any Driver who are trained and competent to carry out their tasks. In the implementation of IAG standards, all staff will recognise their role in delivering either information, advice or guidance and the skills, knowledge and competences required to administer them.

Matrix Accreditation

Any Driver is an accredited Matrix centre, the most recent assessment took place in May 2021.

Document Ref.	Title	Version	Date	Reviewer	Next Review Date
ADP010	IAG Policy	1	February 2020	D Gardiner MBE	February 2021
		2	May 2021	D Gardiner MBE	May 2022
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Policy Approved by: Neil Evans

Signature:

