



KMP – 011 GHL Information, Advice & Guidance Policy

GHL INFORMATION ADVICE & GUIDANCE POLICY

What is the purpose of IAG?

To enable real progression for your 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

To achieve Matrix accreditation to meet Skills Funding Agency guidelines and contracts.

Targets for IAG?

| Target | % | Resource |
|-----------------------------|---------|--|
| Learner Entitlement | 100% | All learners receive an entitlement card |
| Staff Awareness | 100% | All staff have carried out awareness training in IAG |
| Induction | 100% | All learners receive an induction to their learning to ensure “right fit” |
| Retention & Achievement | Min 87% | Learners are retained on programme until successful completion – Short Courses |
| Retention & Achievement | Min 60% | Learners are retained on programme until successful completion – Long Courses |
| Progression into employment | 30% | Learners progress to employment |
| Employer IAG | 100% | All employers are given IAG when matching a young person to 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 and card |
| Initial Assessment | ✓ | ILP |
| 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 Review |
| Learner feedback | ✓ | Learner Voice/evaluation |

Where is IAG recorded?

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

Who is responsible?

Everyone at Group Horizon Ltd who interacts with learners.

We have qualified personnel in each site as IAG specialists