



INFORMATION ADVICE AND GUIDANCE (IAG) POLICY AND PROCEDURE 2022-2023

SECTION 1: CONTEXT

1.1 Green Labyrinth (GL) strives to put learners at the heart of its development and planning and to ensure that learners come first in service delivery.

1.2 GL celebrates learner individuality and diversity and will support and encourage all learners to strive for excellence to allow them to reach their full potential. This relates to their programme of study, creative and supporting capacities and in their social and personal development.

1.3 To aid this process, GL will provide effective impartial advice and guidance to ensure that each individual is steered towards the programme best suited to them and their needs and aspirations.

1.4 Where we are unable to respond to specific needs, we will collaborate with other Providers to promote schemes of study which will widen participation among all sections of the community.

SECTION 2: STATUS

2.1 This policy was approved by the Senior Leadership Team on 08.08.2022

SECTION 3: POLICY

3.1 All learners have an equal entitlement to high-quality impartial information advice and guidance. This will provide them with an understanding of the world of work, help them to explore their future options, allow them to explore career choices and support them in making decisions on the opportunities available to them.

3.2 As a post 16 provider, GL strives to enable all learners to make an effective transition into the world of work, further and higher education and to leave the programme with career and life skills to help them in an increasingly uncertain future.

3.3 GL aims to:

- Ensure all learners have an equal entitlement to information advice and guidance;

- Act as a broker for supporting the continuing improvement of standard careers education and guidance.

3.4 GL was re-accredited with the Matrix standard on 1st February 2022 which endorses GL's commitment to offering high-quality information, advice and guidance.

SECTION 4: PROCEDURE

4.1 The main activities and events through which information, advice can be promoted and accessed by learners include:

Activity	When	Where
Application Process	January onwards and/or GCSE results day (SP)	GL Training Centre
	Pre-interview (App)	Workplace
Initial Assessment	August (SP)	GL Training Centre
	Prior to sign-up (App)	Workplace
Enrolment/Sign-Up	August (SP)	GL Training Centre
	Prior to sign-up (App)	Workplace
Development of the Individual Learning Plan	September (SP)	GL Training Centre
	First four weeks (App)	Workplace
Progress Review Meetings	Every month (SP)	GL Training Centre
	Bi-monthly (Apps)	Workplace
Transition Meetings	January to August (new learners) (SP)	GL Training Centre
	April and July (existing learners) (SP)	GL Training Centre
Work Experience Placement Evaluations	December to May (SP)	GL Training Centre
Open Days/Evenings	November, February and May (SP)	GL Training Centre
Tutorials	Monthly (SP)	GL Training Centre
Access to National Careers Service	Termly (SP)	GL Training Centre
Industrial Talks	Termly (SP)	GL Training Centre

SECTION 5: MONITORING

5.1 This policy will be monitored by the Senior Leadership Team.

SECTION 6: REVIEW

6.1 The policy will be reviewed annually.

6.2 The next date of review will be August 2023.

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