

## Information Advice and Guidance (IAG)

### Policy Statement:

Ashley Hunter Training Academy as an approved provider of apprenticeship training seek to provide appropriate and impartial information advice and guidance services to all potential learners, current learners, and employers. Ashley Hunter Training Academy seek to provide this guidance during key stages of the learning journey and including:

- Initial contact
- Recruitment
- Whilst participating in learning
- On completion of learning and exit from programme.

Ashley Hunter Training Academy aims to provide outstanding IAG for all learners.

### Scope

The Ashley Hunter Training Academy information advice and guidance service will apply to all applicants that apply for and learners that participate in Ashley Hunter Training Academy programmes. Ashley Hunter Training Academy is committed to maximising the benefits for every learner in the development of a whole organisation approach to IAG by providing a planned programme of activities both in and outside of the curriculum, which includes work related learning (WRL) opportunities.

Ashley Hunter Training Academy is committed to providing:

- A comprehensive embedded approach to training programmes with clear learning outcomes.
- Access to independent and impartial guidance from an external organisation.
- Assistance for all learners to make a successful transition into further/higher education, employment, or training.

### Links to Ashley Hunter Training Academy Self-Assessment:

- Achievement: Learners' progress and learning, Attainment and closing gaps.
- Quality of Teaching: Learners' progress and learning, Learners' attitudes to learning, Teachers' planning and expertise, Interventions and support.
- Behaviour & Safety: Learners' attitudes, Safety and mutual support.
- Leadership: Impact on outcomes improvement, Curriculum, Self-evaluation, Expectations, Ambition, Engagement with parents and carers, Safeguarding.

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- Spiritual, Moral, Social and Cultural: Personal insight and spiritual development, Moral understanding and relationships, Social development and skills, Understanding and respects for different cultures, The Ashley Hunter Training Academy's promotion of community cohesion.

## Policy Aims and Objectives:

1. To provide impartial information advice and guidance to potential learners, existing learners, employers and parents which results in:
  - a. Retention and achievement rates of over 85%.
  - b. Learner satisfaction results in excess of 90%.
  - c. Employer satisfaction survey results in excess of 90%.
2. All learners to:
  - a. Receive an individual 1:1 interview during which they will receive career information advice and guidance.
  - b. Undertake a robust initial assessment.
  - c. Agree an individual learning plan that takes into account individual learning needs.
  - d. Have their progress reviewed at least every 8 weeks at a minimum and be offered impartial IAG and referral advice.
  - e. Receive IAG information on progression and career development advice at the end of their training programme.

## Ashley Hunter Training Academy Information Advice and Guidance Service:

Ashley Hunter Training Academy aims to provide all applicants and learners with free and impartial career information advice and guidance. IAG is embedded within all Ashley Hunter Training Academy training programmes and delivered over four stages:

1. As part of the initial application process in order to assist applicants in making the right choices of suitable training programmes and referring applicants who do not currently meet the Ashley Hunter Training Academy eligibility and/or entry requirements.
2. At the beginning of all Ashley Hunter Training Academy programmes via a comprehensive induction process and the use of initial assessment to agree appropriate and individual learning plans.
3. During the period of training as part of Ashley Hunter Training Academy's strategy to retain learners, on programmes, and to appropriate and ongoing guidance that provides learners with the best opportunity to completed the agreed qualifications.
4. On exit from all Ashley Hunter Training Academy programmes to support learners to progress in to relevant employment, higher education, or to further advance their career prospects.

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**Ashley Hunter Training Academy provides the following resources in respect of delivery of the IAG service:**

1. Information of opportunities across all programmes offered.
2. Guidance on the right provision following an assessment of training needs.
3. Individual support and guidance on programme to assist retention of learners.
4. Information available with regard to additional support available.
5. Information and advice on career enhancement or other training opportunities during and on completing Ashley Hunter Training Academy programmes.
6. Staff with appropriate and relevant knowledge and experience. Ashley Hunter Training Academy will provide opportunities for staff to undertake relevant and appropriate professional development to support the teaching of IAG and WRL. Staff are reviewed annually to set targets, as well as to review progression

Funding is allocated by the SMT who take account a whole organisation approach with IAG as a part of this. The Operations function is responsible for managing the budget.

**Responsibilities:**

Business Development Managers are responsible for providing information advice and guidance to prospective applicants on recruitment to Ashley Hunter Training Academy programmes.

Trainer/Assessors provide learners with on programme support to retain learners and enable them to successfully complete their qualifications. In addition, Trainer/Assessors provide learners with guidance on exit from Ashley Hunter Training Academy programmes in relation to employment opportunities and career advancement.

Furthermore, all staff contribute to the IAG programme through their roles as tutors and subject specialists

Ashley Hunter Training Academy managers and directors have responsibility for monitoring and managing the front line IAG services.

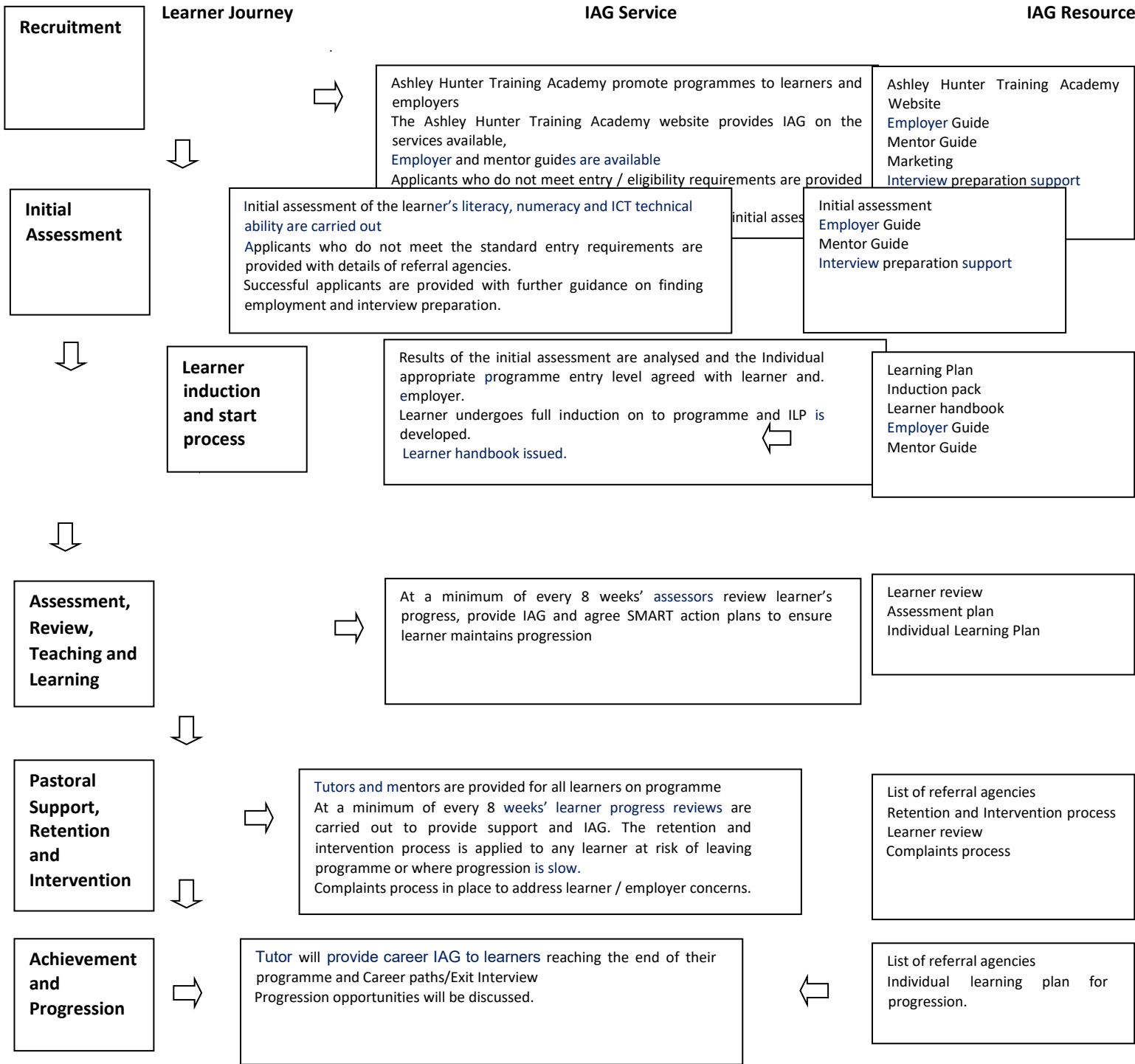
**Quality Assurance and Evaluation**

The provision of IAG services will be quality assured via the collection and analysis of learner and employer feedback and the analysis of key performance information relating to learner retention, achievement and progression. Managers are responsible for monitoring the front-line delivery, including the observation of the IAG service, and identifying areas for continuous improvement through the observation of teaching learning and assessment process.

Ashley Hunter Training Academy is committed to developing external partnerships which will benefit its learners and the local community. A review will take place annually and will be discussed with a designated member of SMT to ensure partnerships with external organisations are maintained, developed and add value to the IAG programme. This is included in the end of year report and SAR.

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## The Learner Journey and Associated IAG Service



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