

Careers Information, Advice and Guidance Policy v3

Version	Date	Policy Author(s)	Review Date
Version 1.0	February 2022	Kerri Burns, Early Years Quality manager	August 2022
Version 2.0	January 2023	Kerri Burns, Head of Quality	January 2024
Version 2.1	June 2024		January 2024
Version 2.2	August 2023	Kerri Burns, Head of Quality	January 2024
Version 3.0	February 2024	Kerri Burns, Head of Quality	February 2025

Version	Page No.	Paragraph / Bullet	Changes
Version 2.1	1		Signed off by new Managing Director
Version 2.2	3&4	3.4 & 3.5	Information added for IAG sessions
	8	5.5	Replaced 'Sales Team' with 'Client Engagement Team'
	7	5.3 (a) & (b)	Removed 'annual Careers Options Day & Choice Day meeting'.
Version 3.0	7	5.2 (i)	Removed 'for example the sales team'.

Signed:



Printed Name: Debbie Gardiner MBE

Job Title: Managing Director

Date: 19th August 2024

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1. Policy Statement

1.1 Learn Plus Us is committed to offering accessible careers information, advice and guidance ensuring all learners are fully equipped with the skills and knowledge to make informed education and career choices.

2. Aims

2.1 Our commitment is to provide excellent careers information, advice and guidance that will enable learners to understand the range of opportunities available to them and to support them to acquire the knowledge, skills, behaviours, and qualifications they need to succeed in their career aspirations. This policy sets out the ambitions and plans to maintain and expand a proactive and flexible service, consistently embedded across further education, apprenticeships, and higher education.

2.2 This policy has been drafted in accordance with the DfE guidance: 'Careers Guidance – Careers guidance and access for education and training providers (Jan 2023) and The Gatsby Benchmarks of Good Career Guidance (**sub-scripted numbers reference corresponding Benchmark**).

Gatsby Benchmarks

- 1. A stable careers programme*
- 2. Learning from career and labour market information*
- 3. Addressing the needs of each student*
- 4. Linking curriculum learning to careers*
- 5. Encounters with employers and employees*
- 6. Experiences of workplaces*
- 7. Encounters with further and higher education*
- 8. Personal guidance*

3. Our commitment

3.1 Information is impartial and provided by us consisting of accurate, objective, up to date facts and data about personal and lifestyle issues, learning and career opportunities, progression routes and choices, as well as where to find further help and advice.

3.2 Our advice is directed to assist with the interpretation of information and with meeting needs already clearly understood by the learner and may include signposting or referral to specialist service or practitioner. Advice may also involve providing practical assistance and learning support.

3.3 Guidance provided by us is impartial support that helps an individual to understand themselves and their needs; confront barriers, resolve conflicts, develop new perspectives, and make progress towards their goals.

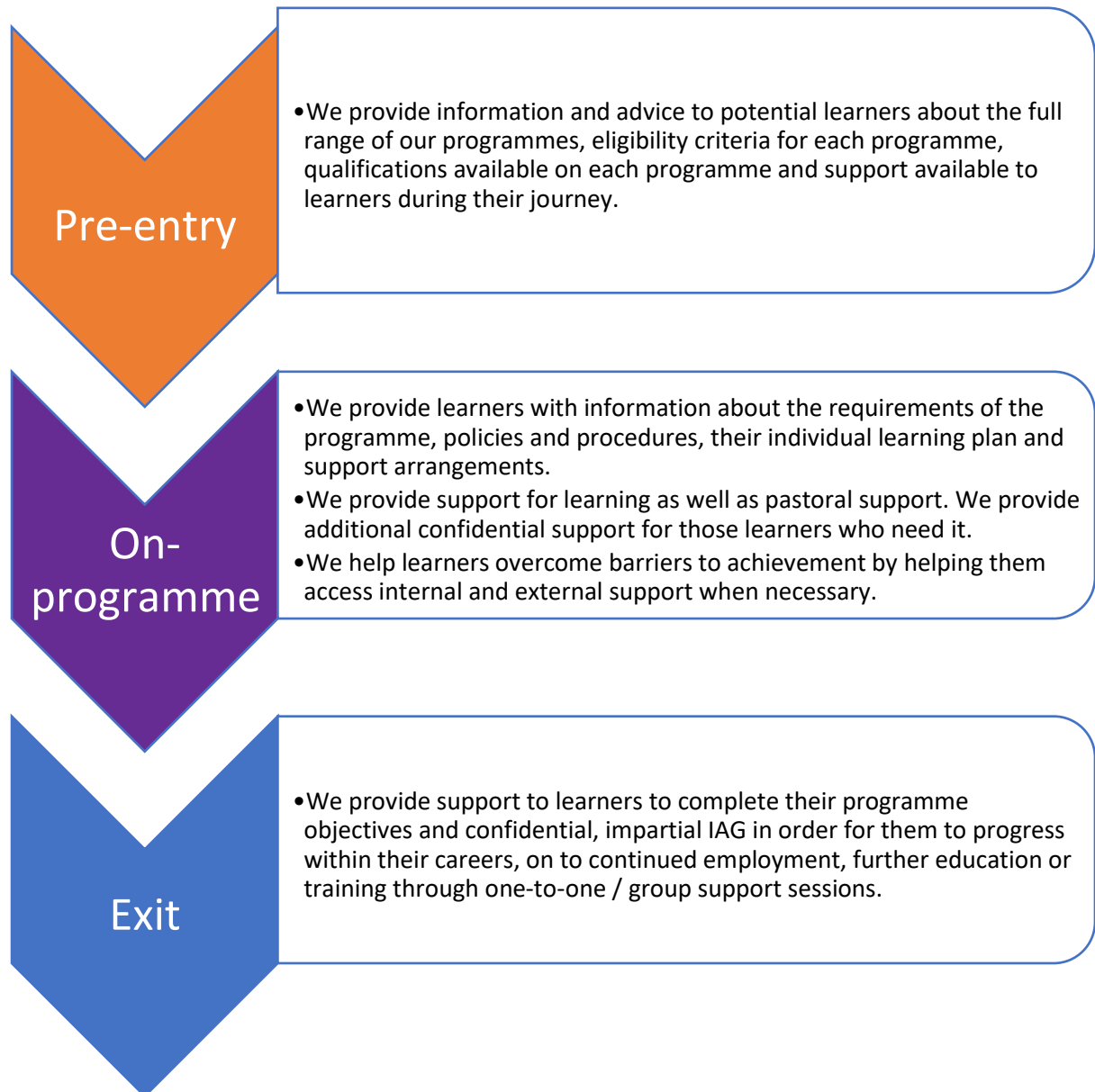
3.4 Every individual will have a robust IAG session prior to any enrolment activity taking place. This allows LPU to provide guidance on the programme of learning most appropriate to the individual as well as allowing that individual to make an informed decision as to whether they would wish to proceed with enrolment.

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3.5 Regular sampling of IAG sessions will take place to ensure information provided is accurate, current, robust, and appropriate to the individuals needs. Consent will be gained for recorded sessions, and these will be securely stored on an encrypted server with restricted access to key management.

4. IAG Journey



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5. Principles

5.1 Learn Plus Us will adopt the following principles as a basis for our CIAG services:

- (a) Professionalism: A high quality service delivered by appropriately qualified and trained staff **1**
- (b) Impartiality: Advice based on the needs, interests, and circumstances of the learner, which is not institution biased **1, 3, 8**
- (c) Accessibility: The provision of a dedicated, open access and well signposted service **1, 3**
- (d) Welcoming: Delivering a friendly and personalised service which supports engagement and encourages aspirational thinking **1,3, 8**
- (e) Inclusivity: Recognising and promoting Equality, Diversity, and Inclusivity by challenging stereotypes and sensitive to faith, culture, and background **1, 3, 8**
- (f) Enabling: Designed to develop self-confidence, self-sufficiency, and optimism; contributing to participation, retention, and success by raising aspirations **1, 3, 8**
- (g) Integration: A cohesive network including Learning Support, Wellbeing support, & Curriculum to collectively support the learner with the objective of maximising their chance of achieving their education and career goals **1, 3, 4, 8**
- (h) Responsiveness: By aligning with local businesses and sector groups to ensure the needs of business and the wider local community are understood and in doing so ensuring that careers advice and career choices are realistic, understood, and achievable **1, 2, 3, 4, 5, 6**
- (i) Supportiveness: By connecting to external services to support transition and make appropriate referrals where sought and appropriate **1, 3, 8**
- (j) Structured: Support the continuous improvement of the quality of learners' experience **1, 3**
- (k) Personalisation: By providing opportunities to identify and respond to the needs of the individual by building on previous learning and experience **1, 3, 8**

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6. Objectives

- (a) To make learners fully aware of their entitlement to up-to-date, impartial, accessible CIAG, to be available at all stages of their progression journey, from initial interest and application through to completion of their courses and for an appropriate time after leaving Learn Plus Us **1,3,8**
- (b) To promote optimism, raise aspirations, challenge stereotypes, and encourage learners to consider a wide range of careers **2, 3, 5, 7**
- (c) To encourage self-development through supported self-assessment of strengths, limitations, aspirations, values, needs and potential **3, 8**
- (d) To encourage the use of information sources to explore, research and evaluate opportunities in apprenticeships and other employment, higher education, further education and training schemes, gap year activities, internships, work experience and volunteering **2, 5, 6, 7**
- (e) To encourage development of employability skills/competencies aligned to the needs of business, a broad understanding of the world of work and an ability to respond to changing opportunities **2, 5, 6**
- (f) To support and encourage learners to take advantage of work experience /industry experience /insights and the full range of other progression-related insight opportunities **2, 5, 6**
- (g) To encourage participation in continued learning, through work-based training, further or higher education **3, 8**
- (h) To help learners to establish criteria for their career management decisions and to assist them at transition stages through research, application, and interview support **3, 8**
- (i) To refer learners to other specialist support in Learn Plus Us when this is most appropriate to ensure they can address barriers to their learning and progression **3, 8**
- (J) To refer learners to specialist external agencies when this is most appropriate to ensure they receive expert, realistic and unbiased support **1, 3, 8**
- (k) To work rigorously in support of all learners in their efforts to gain a viable, secure destinations appropriate to their aims, programme of study and personal circumstances **1, 3, 8**

7. Actions

5.1 Leaders will:

- (a) Ensure that all staff are aware of this Policy and the delivery of accurate and timely information, advice, and guidance at all stages of the learner journey **1**
- (b) Ensure that there are sufficient, qualified, and experienced staff and up-to date resources for delivery of CIAG **1**
- (c) Devise and deliver high quality, stable careers information & advice and guidance which meets the expectations of the latest government guidance and its 'Gatsby Benchmarks' **1**
- (d) Develop a strategy for ongoing development of careers information, advice, and guidance **1**

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- (e) Work with governors to ensure that the careers service is properly resourced **1**
- (f) Ensure the destinations of learners from Learn Plus Us are tracked and that this information is used to improve the effectiveness of CIAG **1**
- (g) Ensure progression and destination information for learners is recorded so that destinations can be tracked, and information used to improve the effectiveness of the careers service **1, 2, 4**
- (h) Evaluate CIAG and subsequent measures to ensure improved relevance and effectiveness for learners **1, 3**
- (i) Ensure advice and guidance are informed by up-to-date labour market information for i.e., employment trends, job vacancies, apprenticeship developments **2, 3, 7, 8**

5.2 Operations managers/Head of Quality:

- (a) Ensure that careers information, advice and guidance is available to individual learners within one week of a request for such support **3, 8**
- (b) Provide accurate and appropriate Information and Advice on all aspects of Learn Plus Us and its courses and signpost to appropriate alternative services **3, 8**
- (c) Ensure their knowledge is current and access appropriate CPD **1**
- (d) Attend Learn Plus Us events to offer guidance services to potential learners **3, 4**
- (e) Liaise with external partners, such as employers, other learning, and training providers & support networks to support delivery and enhancement of CIAG **2, 5, 6**
- (f) Liaise with senior managers and the delivery team to embed Careers Education into the delivery of subject content **1**
- (g) Seek feedback from learners on relevant activities and events, and to consider this in the development of future provision **1, 3**
- (h) Ensure that comprehensive, up-to-date online and hard copy resources are always available to students on the Laser learning platform **1, 3**
- (i) Ensure that relevant resources are shared with other learner facing staff to support their own delivery of IAG **1, 3, 8**
- (j) Ensure that the delivery of careers education is properly resourced with activities and information appropriate to the needs of learners **1, 3, 8**

5.3 The Delivery Team will:

- (a) Monitor progress against targets with learners throughout the course duration to support attainment **3**
- (b) Ensure their knowledge is current and access appropriate CPD **1**

5.4 The Marketing Team will:

- (a) Produce needs-led and appropriate marketing materials for prospective learners **3**

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- (b) Make clear in promotional material for prospective learners the opportunities available **2, 3**
- (c) Ensure online content, prospectuses and other information materials are current and appropriately displayed/disseminated **2, 3, 4, 8**

5.5 The Client Engagement Team:

- (a) Respond to requests for information in a prompt and efficient manner, by the end of the working day **3**
- (b) Notify appropriate curriculum teams of requests for courses that we do not currently offer **2,3**
- (c) Ensure they are fully up to date on the curriculum offer and associated products **2, 3**
- (d) Attend Learn Plus Us events to offer information services to potential learners **3, 4**

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