

# **INFORMATION, ADVICE AND GUIDANCE POLICY**

## **SECTION 1: CONTEXT**

The purpose of this policy is to:

- Uphold Green Labyrinth's mission statement: "**Empowering Learning, Transforming Lives**" in relation to Information, Advice, and Guidance (IAG).
- Provide clear guidelines to staff, learners, parents, carers, and employers on Green Labyrinth's IAG intent, implementation, and impact.
- Ensure compliance with the **Matrix Standard, Department for Education (DfE) contractual requirements**, and best practice in the sector.

## **SECTION 2: STATUS**

**2.1** This policy was approved by the Board of Directors on **13 March 2025**.

**2.2** The Information, Advice and Guidance Policy links to the following:

- Learner Agreement
- Our Charter
- Green Labyrinth Equality, Diversity and Inclusion Policy
- Safeguarding Policy
- Careers Strategy and Progression Framework

## **SECTION 3: DEFINITIONS**

### **3.1 Information**

- Facts or knowledge imparted through research or reliable sources.
- Can be delivered by any staff member or obtained independently.
- Usually provided as a **one-off** and not reviewed.

### **3.2 Advice**

- A recommendation based on the learner's situation and the available information.
- Provided by staff with expertise in the subject area.
- Can include personal judgment but must remain **unbiased and informed**.

- Usually provided as a **one-off** and not reviewed.

### 3.3 Guidance

- Direction and structured support towards a defined outcome or goal.
- Takes place **over multiple interactions** and includes ongoing review.
- Delivered by trained staff, including **an independent Level 6 Careers Advisor** who tracks learners' career aspirations, interests, and engagement in Careers sessions.

### 3.4 Youth Definition

- In line with international standards, the United Nations defines youth as individuals aged **15-24**.

## SECTION 4: INTENT

Green Labyrinth is committed to providing **high-quality, impartial IAG** to empower learners in their career, education, and training choices. Our IAG services adhere to the following principles:

- **Accessibility and Visibility:** Ensuring that IAG services are widely available, well-publicised, and accessible in suitable formats and locations.
- **Professional and Knowledgeable:** Staff undergo regular **CPD and training** to provide accurate, up-to-date information.
- **Effective Connections:** Facilitating seamless transitions by signposting learners to external agencies and organisations.
- **Availability, Quality, and Delivery:** Targeted IAG interventions are **recorded, audited, and quality-assured**.
- **Diversity and Inclusion:** Recognising and addressing the varied needs of all learners.
- **Impartiality:** Providing unbiased guidance that supports learners in making informed decisions.
- **Responsiveness:** Tailoring IAG services to reflect **current labour market demands and future workforce needs**.
- **Welcoming Environment:** Creating an inclusive, **learner-focused** atmosphere.
- **Enabling Learners:** Encouraging lifelong learning and self-directed career planning.

## SECTION 5: IMPLEMENTATION

### 5.1 General IAG

- Embedding IAG into classroom discussions and curriculum activities.
- Promoting external career events, job fairs, and training opportunities.
- Providing learners with access to **trusted, current and evidence-based career resources**.
- Integrating employability skills development through **interactive learning**.

### 5.2 Targeted IAG

- **All learners** have access to **one-to-one sessions** with a **Level 6 Careers Advisor**.
- Learners apply **Employability Portfolios** to real-world career applications.
- Each learner is assigned a **mentor** upon enrolment to support **wellbeing, progression, and career planning**.
- Work placement opportunities are facilitated based on individual career aspirations.
- Green Labyrinth seeks funding for eligible learners to support vocational training and **digital access** (e.g., laptops, specialist equipment).
- Weekly Careers Tutorials covering **CV writing, interview techniques, and employer expectations**.
- Development of **Skills Builder Framework**, reinforcing transferable skills essential for employment.

### 5.3 Pre-Entry IAG for Prospective Learners

- Regular **staff training** to ensure accurate curriculum guidance.
- Marketing materials are reviewed to ensure **clarity, accuracy, and accessibility**.
- Green Labyrinth representatives attend **open evenings, school events, and career fairs**.
- Dedicated school outreach to provide IAG on **study options and career pathways**.

## SECTION 6: IMPACT

Green Labyrinth will evaluate the effectiveness of IAG services through:

- **Learner and Employer Feedback** via structured surveys and focus groups.
- **IAG Observations** to assess delivery and effectiveness.
- **Self-Assessment (linked to the Matrix Standard)** to ensure continuous improvement.
- **Departmental Meetings** where IAG is a **standing agenda item**.
- **Monitoring and Reporting** on learner destinations, progression, and employment outcomes.

Green Labyrinth will measure the effectiveness of IAG services using the following **Key Performance Indicators (KPIs)**, these will be reported on annually in the **Self Assessment Report (SAR)**:

1. **Learner Satisfaction:**
  - At least **85%** of learners to report they received useful IAG in annual surveys.
  - **80%+** positive feedback on careers guidance from learners and parents.
2. **Progression Outcomes:**
  - **90%+** of learners to progress into further education, apprenticeships, or employment within **6 months** of course completion.
  - **Increase in positive destination tracking accuracy** to at least **95%**.
3. **Engagement in IAG Services:**
  - **100%** of learners to have at least **one** recorded IAG intervention during their programme.
  - **75%+** of learners to participate in careers tutorials and employability workshops.
4. **Staff Training & Compliance:**
  - **100%** of staff delivering IAG to undertake **annual CPD training** on careers and employability guidance.
  - Regular **IAG observations** conducted, with at least **90% of sessions rated good or outstanding**.
5. **Employer & Partner Engagement:**
  - At least **10 employer partnerships established annually** for work placements and career guidance.
  - Regular employer feedback surveys with **80%+ satisfaction rate**.
6. **Self-Assessment and External Quality Assurance:**
  - Annual self-assessment review linked to **Matrix accreditation** to be reviewed by SLT
  - IAG as a **standing agenda item in SLT meetings**.
7. **Destinations Data & Tracking:**
  - Implement robust tracking mechanisms ensuring that learner destinations are accurately recorded and reviewed every **6 months**.
  - Develop a learner alumni network to **track long-term career success**.

## SECTION 7: MONITORING

**7.1** This policy is monitored by the **Senior Leadership Team**, and reported termly to the Board of Directors. This also ensures alignment with **Matrix Standards, DfE requirements, and best practice**.

## SECTION 8: REVIEW

**8.1** This policy is subject to **annual review**.

**8.2** The next scheduled review date is **August 2025**.

**8.3** Review Process:

Reviewer	Review Date	Amendments Made (Yes/No)	Amendments Approved & Date
Senior Leadership Team	August 2025	TBD	TBD