



Information, Advice and Guidance Policy & Procedures

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Equality Impact Assessment	
Student Friendly Version	

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 3 years.

Purpose of the policy

The purpose of the policy is to ensure that all students who are undertaking a programme of learning (FE or HE), Apprentices, potential and former students, receive high quality Information, Advice and Guidance (IAG) in order to support them to enter and progress in learning and work.

The College will support students to develop the skills to:

- Understand the range of opportunities for learning, work and career development available to them.
- Gather, understand and interpret information and how to apply it to their own aspirations.
- Consider and explore a range of options, according to the needs and circumstances of the student, including development of realistic and informed decision-making skills.
- Successfully transition between learning, training and work.

The College will ensure that the IAG services are delivered in accordance with:

- The 'Principles for Coherent Information Advice and Guidance' as contained within the Matrix Standard.
- The Quality in Careers Standard.
- The eight Gatsby benchmarks of Good Career Guidance.
- Careers Strategy 2017.
- Statutory Guidance for Further Education and Sixth Form Colleges 2018.

The eight Gatsby Benchmarks of Good Career Guidance

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
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.

Related Documents

Admissions policy and procedures

Work Experience Strategy

Bradford College Careers Strategy

Personal development policy

Information, Advice and Guidance Procedures

Guidance and procedures

The Vice Principal, Quality and Student Experience is responsible for:

- Ensuring that the Information Advice and Guidance Policy (IAG) is implemented.

The Assistant Principal, Student Services is responsible for:

- Ensuring that the Information Advice and Guidance (IAG) Policy is operationalised through adherence to the procedures.
- Identification of a Careers Leader for the College, in line with ‘Good Career Guidance – reaching the Gatsby Benchmarks’.
- Ensuring the strategy implemented caters for those in vulnerable groups, including those with an Education Health and Care Plan.

The Head of Department for Student Services is responsible for ensuring:

- Appropriate staffing and resources are identified to provide outstanding Information Advice and Guidance (IAG) student experience.
- High quality Information Advice and Guidance (IAG) services to all students across all departments by fully qualified careers advisers are provided.
- All students undertaking a Programme of Study have access to independent one-to-one Careers Guidance.
- An engagement plan is created and agreed in discussion with the Heads of Department prior to the completion of Business Planning.
- The careers team work closely with internal curriculum staff in order to provide tailored Information Advice and Guidance (IAG) services in line with local market intelligence (LMI) for specific departments.
- Information Advice and Guidance (IAG) services are advertised, promoted and delivered across all college campuses.
- Training and support are provided for college staff to ensure that their knowledge is updated with developments in careers and local market intelligence (LMI) through continuous professional development.
- The careers team actively promote diversity, challenges stereotypes and tailor Information Advice and Guidance (IAG) services to individual student needs and circumstances.
- That Information Advice and Guidance (IAG) services provided to students is accurately recorded and quality assured.
- That where appropriate the careers advisers signpost students to appropriate external services.
- Information Advice and Guidance (IAG) services that students have accessed are recorded and stored confidentially in accordance with Data Protection and Confidentiality Guidelines.
- The careers team work with local employers, local schools and universities and the Bradford CEIAG Network in order to share good practice.
- Development of a Careers strategy to support curriculum departments to deliver on the Gatsby Benchmarks.
- That those providing Information Advice and Guidance (IAG) feed into the Education Health and Care Plan Annual Review Process for identified students and in liaison with the Special Educational Needs and Disability (SEND) and Additional Learning Support (ALS) team.

The Head of Department Curriculum is responsible for ensuring:

- The College Careers strategy is used to support their teams to deliver on the Gatsby Benchmarks.
- Applicants and potential applicants to the College are provided with suitable information and advice to make learning choices appropriate to their level of ability and in line with their aspirational goals.
- Information advice and guidance sessions are planned as part of the annual Business Planning process
- Information Advice and Guidance (IAG) procedures are implemented in the department by providing opportunities for all students to have access to high quality Information Advice and Guidance (IAG) services across all courses through tutorial provision.
- Completion of the engagement plan for students prior to the completion of Business Planning in conjunction with the Head of Department Student Services.
- Opportunities are identified for all students to have access to timely and appropriate careers guidance to support readiness for the next phase of education, training or employment so that students can make the transition to the next stage successfully.
- A calendar of work experience and industry placements for each curriculum area is developed and shared with the Work Experience Team Leader in line with the Business Planning process.
- Work closely with the Work Experience team to create opportunities for students to develop wider employability skills and attitudes to work that enable students to demonstrate the practical skills they have developed.
- Curriculum teams provide opportunities for students to undertake a range of activities such as employment taster sessions, enterprise projects and employability activities to raise aspirations and to prepare students for the future world of work.
- Curriculum teams book their students into UCAS support sessions in line with the engagement plans developed in agreement with the Head of Department for Student Services.
- Curriculum teams have received draft personal statements from all students planning to go to University and that appropriate feedback is provided prior to the UCAS internal deadline.
- Curriculum teams have completed and uploaded references to the Information Advice and Guidance (IAG) team in line with the engagement plans developed in agreement with the Head of Department for Student Services.

The Head of Student Recruitment is responsible for ensuring:

- Applicants and potential applicants to the College are provided with suitable information and advice to make learning choices appropriate to their level of ability and in line with their aspirational goals.
- Timely follow up of applications to the College with invitations to appropriate Information Advice and Guidance (IAG) events to confirm learning choices.
- Maintenance of contact with applicants to the College with provision of 'keeping warm' activities which enable applicants to access further Information Advice and Guidance (IAG) if required.
- Appropriate referrals are made to specialist Information Advice and Guidance (IAG) services where required.
- Information Advice and Guidance (IAG) services are advertised and promoted across all college campuses.
- Training and support are provided for college admission staff to ensure that their knowledge is updated with developments in careers and local market intelligence (LMI) through continuous professional development.
- That Information Advice and Guidance (IAG) services provided to students is accurately recorded and quality assured.