

Version	Date	Updated by
1.0	Aug 2017	Cate Tumman
1.1	Aug 2019	Cate Tumman
1.2	July 2021	Cate Tumman
1.3	Aug 2022	Charlotte Hardy

The PLACE Independent School **Information, Advice and Guidance Policy (Careers)**

‘In a complex and changing world all young people need access to good quality, comprehensive and impartial Information, Advice and guidance (IAG). They need good quality IAG to help make the right learning and career choices so that they can succeed in work, and they need it to help them find answers to the questions and issues that can arise in the personal lives.’

It raises aspirations, self-confidence, enterprise and initiative which reflects The PLACE Independent School vision to inspire young people.

Purpose

IAG covers the range of activities and interventions that help young people become self-reliant and better able to manage their personal career development and learning.

It includes the provision of accurate, up to date and objective information about personal and lifestyle issues and career opportunities, progression routes, choices, where to find help and advice and how to access it.

IAG includes the provision of advice through activities that helps young people to gather, understand and interpret information to their own situation. This is delivered through activity days, work related learning, life skills and PSHE. IAG underpins the Every Child Matters Agenda.

Organisation and Content

- Career and personal development is delivered through PSHE style curriculum and activities.
- Guidance occurs on an individual/group basis during keyworkers sessions. The keyworker (KW) is the key manager of this guidance. This process includes ‘learning conversations’ which will be led by KW and PHSCE Lead.
 - All learners, including those with SEND, will be given all of the help that they require to access information on local and national prospectuses, websites and help lines that can offer them further support regarding education and careers e.g. National Careers Service, Skills to Succeed Academy, Talk to Frank.
- Information about person and economic well-being and financial capability

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can be provided to learners and parent/carers if required via leaflets and open events.

- Learners are encouraged to take the skills checks on a Lifelong Learning Account to look at Skills Areas, Motivation, Interest and Personal Style.
- Targeted students are provided with mentoring.
- IAG is provided confidentially and in an appropriate setting.
- IAG will continue for the whole of school life and will be translated to adulthood for young people with Education, Health Care Plans.
- Will give learners a practical experience of the 'world of work' with ample opportunity to sample different career options without prejudice.

Responsibilities

- The responsibility of look at IAG lies with the PHSCE Lead and individual Keyworkers.
- Key workers are responsible for delivering IAG during PHSCE sessions.
- PHSCE Lead, and curriculum teachers are responsible for developing Enterprise, WRL and IAG through their specialist areas.

Parents and carers

- Parents and carers are encouraged and supported to help learners to become self-reliant and better able to manage their personal and career development.

Contribution of outside bodies

- Professional bodies and institutions supply reference materials e.g. booklets, leaflets, prospectuses.
 - Access open events, taster sessions and other related information from providers.

Complaints procedure

Complaints about IAG should be made via the complaints policy via the school Proprietor.

School Proprietor
 Belvoir Farm House
 Woolsthorpe Road
 Redmile
 NG13 0GN

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