



BISHOP CHALLONER CATHOLIC COLLEGE

Information Advice and Guidance (IAG) Policy

At Bishop Challoner IAG is part of the personalised support and guidance that young people receive from Year 7 onwards. It includes activities such as assessment, information giving, advice, guidance, counselling, support, enabling, coaching, mentoring, advocacy and referral. These activities help young people to focus on their choices, find the answers to questions, resolve issues, clarify their thinking, make informed decisions and implement realistic plans for future learning and work.

We aim for all IAG to be as impartial as possible, learner focused and provided in response to individual need. All young people require initial IAG. This is the most basic and generic form of IAG and features strongly in careers education and the Personal Tutor system. Some young people require further support and this is provided through in-depth and/or intensive IAG according to individual need with trained staff.

We have statutory duties in relation to career-related IAG. We must:

- provide comprehensive, up-to-date information on learning and career opportunities to young people in a location that is accessible for all
- make available impartial advice and guidance for young people that is differentiated to meet their individual needs – this may be provided by a range of people from within and outside a school or college.

Additionally, we must give external organisations relevant information to help them in their work with young people to ensure that individuals receive appropriate advice, guidance and support.

How does IAG at Bishop Challoner connect with the Careers Education and Guidance Policy?

Good quality careers education underpins effective career-related IAG. Careers education helps young people to develop the knowledge, understanding and skills they need to make successful choices, manage transitions in learning and move into work. Career-related IAG helps them to use and apply their learning so that they make choices and transitions that work for them.

The IAG flows from learning activities that give young people the time, resources and support to engage in a range of IAG activities such as:

- handling information that is relevant to their personal needs, aspirations and situations
- embarking on the processes of self assessment and portfolio building
- engaging in individual learning and progression planning
- getting help and advice to gain experience of different opportunities in learning and work
- getting help and advice with the different stages of an application process
- getting help to tackle specific personal issues and to implement learning and career plans.

IAG activities within careers education generally reveal additional IAG needs that cannot be met through the careers programme. These needs range from having gaps in knowledge and the need for expert help to identify and articulate skills sets and career interests to developing personal strategies to tackle barriers such as lack of self confidence, low aspirations and stereotyped thinking.

Some of the additional IAG needs identified can be met through adjustments to the careers programme. Some can be met through self-referral (e.g. using drop-in sessions and targeted workshops), group work or additional one-to-one sessions with Student Services, Personal Tutor,

and Careers Advisor. Other needs require specialist input from a qualified practitioner and are generally met through referrals to specialist staff and agencies.

The Bishop Challoner IAG Community which can be accessed by Bishop Challoner students includes:

- Personal Tutors
- Form Tutors
- Teachers
- Head of Year
- Assistant Head of Year
- Careers Adviser
- Student Services
- Student Social Workers
- Student Support Coordinator
- Youth workers
- Chaplain
- Library and Librarian
- Extended Services
- Teaching Assistants
- South Network
- Local universities
- Other training providers