
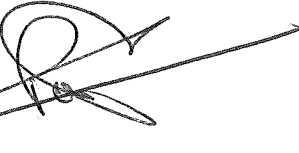


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Information Advice & Guidance Policy (IAG) 2011

Signed 

Head teacher

Signed 

Chair of Governing Body

Reviewed: March 2011

Review date: November 2013

Information Advice and Guidance Policy (IAG)

1. Rationale for IAG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 1997 Education Act places a duty on schools to give students in Years 9-11 access to careers education, information, advice and guidance. Grove School endeavours to follow the guidance in The National Framework for IAG 11-19 in England, the National Curriculum programmes of study for PSHEE and Citizenship Education, and the QCA guidance on Work Related Learning for all at Key Stage 4.

2. Commitment

Grove School is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 7-13 in partnership with Shropshire Youth.

3. Students' needs

The careers programme is designed to meet the needs of students at Grove School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

4. Entitlement

Students are entitled to Careers Education, Information and Guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

5. Management

The Careers Co-ordinator works closely with Grove School's Shropshire Youth Personal Advisor and members of the School's Leadership Team. Student guidance is managed through Grove School's Guidance Forum led by the Shropshire Youth Personal Adviser. Work experience is planned and implemented by the Personalised Learning Co-ordinator supported by the Work Related Learning assistant.

6. Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Co-ordinator in consultation with the Shropshire Youth Personal Adviser. The Shropshire Youth Personal Adviser provides specialist careers guidance. Careers information is available in the library, which is maintained by the Grove School librarian and online resources which are regularly updated.

7. Curriculum

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities in the library, work-related learning (including two weeks' work experience), action planning and recording achievement (using Progress File from Year 9). Careers lessons are part of Grove School's Personal Development Programme. Other focused events, e.g. Careers Convention, run each February at Grove School and activities are provided from time to time. Work experience preparation and follow-up take place in PSHEE lessons and are reinforced through the tutorial system.

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8. Assessment

Career learning outcomes have been identified and a framework for assessing what students have achieved is being regularly reviewed, updated and developed for all year groups. Records are maintained within schemes of work within the PSHEE department. Final career destinations of students are collected and collated by Shropshire Youth.

9. Partnerships

An annual Partnership Agreement is negotiated between Grove School and Shropshire Youth identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g. with Business Education Partnership.

10. Resources

Funding is allocated in the annual budget planning. Funding for developments in Grove School's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

11. Staff development

Staff training needs for planning and delivering the careers programme will be identified in the staff development plan in the Partnership Agreement with Shropshire Youth, and activities will be planned to meet them. Funding will be accessed from the Careers INSET budget held by Shropshire Youth, through their careers education adviser.

12. Monitoring and review

A framework for monitoring the delivery of the careers programme is in place. The Partnership Agreement with Shropshire Youth is reviewed termly. The programme is reviewed annually by the Careers Co-ordinator and the personal adviser using the local quality standards for IAG to identify desirable improvements.

13. Conclusion

The Information Advice and Guidance Policy (IAG) will be reviewed as part of the school's policy review cycle.