

ACC FE IAG WORKFLOW

Information, Advice & Guidance (IAG)Overview



ACC IAG WORKFLOW



ACC IAG STEPS

INFORMATION is considered to be any fact, set of facts or knowledge. Information is communicated by or obtained by personal study or investigation, but without exploring the relative merits of different options. Information is factual and not based on opinion or one person's point of view.

ADVICE is a recommendation and is normally given if a person provides more information about their situation. Advice is based on the person's experience and knowledge and requires more in-depth interaction, including the explanation of information and how to access and use the information.

GUIDANCE is commonly known as the act of guiding, leading or providing direction. Guidance is often carried out over a longer period of time. It is normally given by an experienced and appropriately qualified person, such as a careers advisor or counsellor.

ACC IAG FLOW CHART ELEMENTS

- 1. Pre Course
- 2. On Course
- 3. Post Course









ACC IAG SERVICE

ACC provides IAG services which are provided face-to-face, by internet, by telephone or via an email enquiry. This service is based around three main phases of Pre-Course, On-Course and Post-Course and is covered through the following service definitions:

- b. ACC Learning Support service definition assisting learners with additional learning support, pastoral and wellbeing support.



a. ACC Professional & Personal Development service definition outlining learning and next steps support into further training and work opportunities, supporting learners through a comprehensive tutorial and one to one review process.



SERVICE ACC IAG

1. Pre Course: Information, Advice and Guidance







2a. On Course: Personal Development



First six weeks of programmes are designed to ensure that learner & teaching team are confident that level & content of course is appropriate.

Professional Development 1 'My Aspirations'

Learners all receive 1 to 1 reviews that follows a distinct process that support.

Learner Report

The learner report systems acts a progress evaluation at the middle point of the year that is formalised for learners and parents



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- On-course information and advice
- Initial Assessment
- Establishing Level
- Learner Handbook
- Course Guides
- Target Grades
- Careers Programme Initial Next Steps
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- Safeguarding/BV/Online Safety/
- Right Choice 1 to 1 Review (Only L2, L3Y1 and L4 learners participate)
 - Progression
 - Transfer
 - Referral

Information and advice

Professional Development 1 to 1 Review 1'My Aspirations'

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- Career Aspirations
- Intended Destination
- Target Grades/ Calculating grades
- Attendance and engagement

Information and advice

1 to 1 Personal Guidance referrals for At Risk Learners

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- Referral to a L6 Careers Advisor
- Detailed progression plan
- Signposting to external agencies
- Information, advice and guidance

eILP progress articulated

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- □ A formal review of learner progress
- Engagement from key staff members
- Parents meeting to review the reports

Information and advice











2b. On Course: Personal Development, Learning Support, Pastoral Support and Wellbeing

Personal Development

The weekly Professional Development (L2 and L3), Personal Development (L2) and Group Mentoring (L4) lesson provides information and advice on aspects of the core programme and personal development.

Information and Advice

Learning Support

provides a bespoke support plan for all learners with an identified need, and timetabled sessions with appropriate staff

Information and Advice

Personal development covers:

- Course progress and targets
- **Equality and diversity**
- British values
- U Wellbeing
- Extremism and Radicalisation
- Online and in person safety
- **G** Safeguarding
- Learner satisfaction surveys
- Next steps progression and transition

On-Course Learner Support Service provides a bespoke support plan for all learners with an identified need, and timetabled sessions with appropriate staff.

- On-Course Learner Support Service At Risk Meetings to monitor learners who may be at risk of not achieving their course due to attendance, behaviour, support needs, pastoral and personal needs.
- On-Course Learner Support Service Class Room Delivery: All classroom deliver of 1:1 support is recorded as an interaction within learners eILP and progress log records the intent, implementation and impact of the session
- Educational Health Care Plan (EHCP) Review Process all Learners that have an EHCP will be provided with annual review in relation to historic date stamps







2c. On Course: Professional Development, Enrichment & Workskills and Careers

Vocational Programme

All vocational programmes contain careers focussed modules or projects. Within these, learners will typically:

- Identify different jobs and roles within the sector
- Identify key vocational, hard, soft and transferable skills required
- Conduct a personal skills audit/self assessment
- devise an action plan for skills and knowledge improvement
- Devise careers/progression materials such as CVs, biographies, portfolios or elevator pitches

Professional Development

The weekly Professional Development course is sequenced programme of professional development to support core programmes.

Information and Advice

Professional development syllabus includes:

- A Strong Start, Teamworking, Next Steps (L2)
- Inspirations and Aspirations, Preparing For Success, Your Future Self (L31)
- Deciding Next Steps, Preparing for Professional Practice, Moving On (L32)

And covers content such as:

- The future workplace
- Careers toolkit: careers & work skills
- Working in teams
- UCAS training
- CV development
- Applying for a job
- Networking & enterprise
- Next steps

Enrichment & Workskills Programme All learners engage in a programme of activities designed to inform and assist their professional and personal development. Information and advice Industry Takeover events where learners

Personal Careers Guidance

1-2-1 personal careers guidance sessions delivered by an independent, impartial professional service.

Information, advice and guidance

Activities include:

- gain from skills and career development from industry professionals.
- Next Steps Training and Careers Fairs where learners can explore education and employment options.
- Culture/Enrichment activities which allow learners to gain experiences outside of college.

Process

- Learners identified as being at risk and in need of support.
- Learners invited to attend a 30 minute online Personal Career Guidance session.
- Output is a progression plan and potentially further sessions.









Post Course Support

Information and advice

Post Cours

- Learners receive certification, records of achievement and awards
- References supplied for further training and employment on request
- ACC employment and freelance opportunities that include:
 - Teaching, learning support, administrative and technical roles
 - □ Visiting speaker input
 - □ Creative practice development and support
 - Professional networking

Destination Survey

Working with Purlos to ascertain learner transition destination types

Information and advice

- Transition support for EHCP learners to study with an FE or HE provider
- **G** Further study with ACC
- **Transition to Higher Education destinations**
- **Transition to Apprenticeship/work based learning destinations**
- **Transition to sector specific employment destinations**
- Transition to sector specific freelance/portfolio and enterprise destinations



