



Springwood
Campus



LINWOOD
TEACHING SCHOOL ALLIANCE



"Entitlement plus opportunity"

Linwood School Information, Advice & Guidance Policy

Policy written by Jo Tondeur

Date: November 2013, updated December 2014, July 2016, March 2018 (AM)

Update Due: Autumn 2021.

Key Issues

- This policy should be read in conjunction with the Careers Education Policy, Enterprise policy & Work Experience Policy in order to obtain an overall view of the work-related Learning programme at Linwood.
- Independent Advice and Guidance is available for all young people from Year 8 and upwards at the school, to positively inform them, enabling informed decisions about choosing provision for options post Linwood.
- IAG forms part of the Careers Education and WRL programme and is included in the entitlement statements for all pupils from Year 7 to Post 16.
- Since September 2012, schools have been responsible for funding the provision of Independent Advice and Guidance, as in the Education Act 2011.
- Linwood School previously bought in its provision for IAG from the LA Integrated Youth Services until the service was no longer available as of September 2014. This prompted a review of the provision at the school and the best way forward in order to best meet the young peoples' needs as well as meet statutory obligations.
- Following this review, which included researching best practice documentation published by OfSTED featuring case studies, it was decided in order to ensure continuity and best quality provision, that the young people would be best served by employing our own IAG advisory team.
- All pupils at the school across all of our campuses, regardless of their home authority, receive impartial IAG regarding all available options through the careers provision bought in by Linwood School. This information is impartial and based upon individual needs. This information is also supported by a Future Pathways evening, twice a year, to which a wide range of representatives from external providers are invited, as well as visits to other providers, visitors from other providers and the CAESC making links within the community. The school also has a Careers Resource Centre, with wide ranging advice to support the provision of Independent Advice and Guidance for all our young people.
- The CAESC role is primarily to support young people in ensuring that the decisions they make are informed and in their best interests and that parents are confident of the school's impartial stance. The CAESC will attend priority reviews which are deemed to be Year 9, 11 and other leavers. The CAESC will also contribute to the other reviews through provision of a report given to the teacher outlining the conversations that have taken place on the face to face meetings that young people have from Year 9 upwards. It is planned that meetings will take place before young person's Annual Reviews.

- Although not having a direct responsibility for the young people once they have moved on from the school, Linwood is committed, as far as it is able, to supporting and guiding the young people into employment, further training or locating additional targeted support.
- The school is committed to maintaining a high level of provision for Careers and Independent Advice and Guidance and regained the Investors in Careers Award in September 2018.
- This policy will be reviewed as part of the school policy review cycle which repeats every 3 years and will be endorsed by the Executive Head Teachers and Governors of the school. This policy should be read in conjunction with the Employability Strategy.

Introduction

Linwood School is a special school that supports young people with a wide range of learning difficulties, including PMLD, SLD, ASD and MLD. The school supports the careers of all its young people through the provision of a programme of Careers Education from Year 7 to Post 16 (see Careers Education Policy, Enterprise Policy & Work-related Learning Policy).

Linwood School is committed to providing a planned programme of information, advice and guidance (IAG) for all students in Year 8 upwards in preparation for successful transition post Linwood. This was previously undertaken in partnership with the Connexions Service (Bournemouth, Dorset and Poole) but from September 2012, in line with the changes brought about by the Education Act 2011, that changed to the school purchasing IAG provision from the Integrated Youth Service (IYS), and on that no longer being available, the school seeking to provide the best quality provision by creating a position of Careers Advice and Employment Support Co-ordinators to provide IAG across all sites to all pupils from Year 8 and above.

Objectives

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be based on a partnership with students and their parents or carers and other agencies as appropriate. The programme, along with other aspects of work-related learning such as the Careers Education Programme and Business Enterprise, aim to raise aspirations realistically and challenge stereotyping, whilst promoting equality and diversity. The CAESC will receive guidance and training with regard to such standards.

Access to impartial advice and guidance is available to all students from Year 8 onwards, from the Careers Advice and Employment Support Co-ordinator. This is for all pupils regardless of their home local authorities.

Organisation and Implementation

The Head of Campuses is the line manager for the Careers Advice and Employment Support Co-ordinator. The Head of Campuses oversees implementation of the provision and reviews it as necessary. There is a weekly meeting between the CAESC and the AHT/SLL to enable an ongoing dialogue.

With the introduction of EHC plans, pupils provision aimed at providing the young person and their parents with unbiased advice as to the providers available that will be able to meet the needs of the young person when they leave Linwood.

Therefore, for all pupils, IAG provision is as follows:

- Access to impartial and objective information, advice and guidance from independent advisor at least annually from Year 8, including meetings with parents as appropriate.
- Access to resources concerning world of work, educational, vocational and training opportunities, as appropriate and information surrounding how to access impartial advice, information and support.
- Invites to the Future Pathways Evening that is aimed at pupils and their parents from Year 8 upwards, where representatives from local Post 16 provision, offer information about Post 16 options.
- Access to information about external providers through the Careers Resource room and through the CAESC. All available options are presented, including specialist placements where appropriate.

Working in Partnership

Partnerships between school, parents, independent advice and guidance providers (global and statutory) are crucial in delivering cohesive support for pupils as they approach their transition.

Parents are invited to meet with the global advisor as previously and are invited to Annual, Transition and Post-transition reviews where their opinions are sought as to the available options that their son/ daughter could follow on leaving Linwood.

Within the school, the BECWRL Leader works in conjunction with the AHT/SLL and the CAESC as well as the SLL at Springwood and the tutor on the CHI programme regarding IAG and how it supports the Careers and Business Enterprise programme and other aspects of Work related learning.

Funding

Funding for IAG provision comes from the whole school budget following the amendments to the Education Act 2011.



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Review and Development

Evaluation and development of IAG is incorporated with that of Careers Education, Enterprise and Work Experience. Areas for improvement are identified by regular review which includes feedback from students, parents, Future Pathways evenings and through feedback given in Transition and post Transition reviews.

IAG is also represented in the AHT/Senior Learning Leader School Development Plan. An annual meeting with SMLT takes place where discussions around evaluation and progressing the role takes place.

A termly report on CEIAG is available for Governors to access annually.