



# IAG

(Information, Advice & Guidance)

Frank Wise School Provision of Appropriate Information, Advice and Guidance including Careers Education and Guidance and Work Related Learning.

## SUMMARY

All secondary aged school and Griffiths Centre (GC) students at Frank Wise School take part in a range of activities to ensure that they are well informed and hence able to play an active part in determining their future pathways post-school. As with all areas of learning within the school these activities are presented to pupils on an individual basis, in a timely fashion, that takes account of their abilities and needs.

The school ensures that every young person has the opportunity to access a range of independent advice and guidance to help them to understand their choices when they reach first 16 and then 18 years of age.

## WORK RELATED LEARNING

'The World of Work' is part of the PSHE curriculum that is taught to all students as they move through the school. This part of the curriculum is overseen by the school's PSHE Subject Leader. Students are supported to develop their knowledge, skills and understanding that are useful in work. This is via classroom based learning, work place visits, work placements, development of skills for independence and visits to the school by local employers.

Students who choose to remain at school after 16 years of age have support to produce a CV and have a mock interview (where appropriate) which, whenever possible, is conducted by a professional person from outside of the school. Previous interviews have been facilitated in partnership with professionals from the local Rotary Club and Coca-Cola enterprises.

GC students have the opportunity to develop their enterprise skills by undertaking specific projects. To date these have included coffee mornings and the production, marketing and sales of items such as greeting cards, calendars and costume jewellery.

The majority of the students' work experience is undertaken in the Griffiths Centre, although not exclusively. For some students this will be a chance to develop an awareness of the work place while for others it will be a chance to improve skills that may help them to enter the job market at some point in their lives. Our students have opportunities to participate in a wide range of work placements which include visits to off site venues and guided tours of establishments. Some students however will have more formal work placements with or without the support of a member of school staff, and this will typically be one half day a week for a period of 6-8 weeks. Students have been placed in local Primary schools, a nursery school, a children's centre, a community garden centre, a local village shop and a charity shop in Banbury town centre. This is in addition to our links with international companies such as Sainsbury's and Sodexo.

## **CAREERS AND POST SCHOOL GUIDANCE**

All students at the school have support from the school's IAG Lead (Information Advice and Guidance Lead), a role undertaken by the school Out of School Liaison Officer (OSLO). The OSLO attends year 13 annual reviews and, where appropriate, annual reviews further down the school to provide advice on options for post-16 and post-19 students.

The IAG Lead is available to meet all school pupils and their families face to face at the Termly Pupil Review Meetings in December and March each year.

Pupils and their families in the 10th Family Group are offered individual face to face interviews with the IAG Lead in the Autumn term. These meetings, if taken up, are intended to cover both post-16 and post-19 options including further education, Traineeships / Apprenticeships, care, independent living, and future employment options. Signposting to appropriate agencies (including the National Careers Service, transition support groups etc.) also takes place at this time.

Pupils who choose to remain at school and attend the GC are then offered a further face to face interview during that time with the IAG Lead. Parents / carers are welcome to attend to support their children during this session.

At other times face to face interviews may take place by prior arrangement.

The school organises and hosts an Information Fair every 2 years inviting representatives from appropriate companies to attend such as colleges, residential care services, day care services, support groups, leisure providers and job-seeking help. This acts as a 'one-stop-shop' for students and families to gather information on future options and opportunities. This is organised by GC Staff and the IAG Lead.

## **RECORDING**

Each student's progress in the skills, knowledge and experience related to their post-school options, is assessed by class teachers and recorded within the relevant section of their personal files. This information enables staff to ensure (on an ongoing basis) that every individual is presented with a full range of options and opportunities as they progress through the school.

Students in the Griffiths Centre will also have the development of their work based skills recorded in a dedicated section of their personal files. This section will also include any Work Experience review sheets that are completed during and after off site placements, by the employer.

## **MONITORING AND QUALITY**

Destinations data is requested by the Local Authority and this is provided by the school's IAG Lead as and when required. Information regarding this duty is included in the policies available on the school website: *Privacy Notice OCC2016 and Privacy Notice OCC2016 Secondary Schools*. Parents, carers and young people aged 16 or over are entitled to opt out of this information sharing and if they wish to do so should contact the school office who will also inform the IAG Lead.

Ongoing data is collated by the IAG lead and monitored by them and additional school staff including the Head, GC teachers and PSHE Subject Leader. It is the school's aim to build an ongoing picture of how students progress both post-school and then further into the future and to use this information to review and amend the curriculum (if appropriate) and to assist the IAG lead in providing guidance to young people / families on their longer term and not just immediate plans.

As well as the previously mentioned record sheets for students in the GC all students are working towards a City and Guilds (C&G) accreditation at Entry Level. Those who are ready for it will leave with a C&G Entry Level 2 and/or Entry Level 3 certificate in Employability Skills.

A core team of staff meet 3 times each year to monitor and assess this area. The team includes the CEIAG lead, Sixth form lead teacher, PSHE Subject Leader, SLT member responsible for CEIAG (currently the head teacher), the deputy head teacher and the assistant head teacher. In addition, the schools performance is audited internally on an annual basis using an audit document which has been produced based upon 'Careers engagement: a good practice brief for leaders of schools and colleges', April 2014. The brief highlights the principles of effective CEIAG as evidenced and agreed by the Association of School and College Leaders (ASCL); the Association of Teachers and Lecturers (ATL); the National Foundation for Educational Research (NFER); and the I57 Group.

Work conducted in this area will be reported to Governors annually through the Standards Committee.

## REFERENCES

DfE Careers guidance and inspiration in schools. Statutory guidance for governing bodies, school leaders and school staff, March 2015.

Careers guidance and inspiration in schools. Non-statutory departmental advice for governing bodies, school leaders and school staff, April 2014.

Reviewed by: Sean O'Sullivan

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Approved by Governors:



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