

S & B Automotive Academy

Information, Advice and Guidance (IAG) Policy

Overview

S&B Automotive Academy provides vocational learning from entry level upwards. As an approved Skills Funding Agency provider, it is committed to provide high quality and appropriate information, advice and guidance (IAG) to all of its service users. The policy is designed to reflect and support the company's mission statement that it is committed to the process of continual improvement to all its training services.

Aims and objectives of S&B's Information, Advice & Guidance service.

The service exists to provide an impartial, high-quality information, advice and guidance to learners, potential learners, employers and parents to help them make decisions about the choice of training that best suits the needs of the individual. We will do this by:

- Ensuring that potential learners are given information and advice which enables them to decide whether courses offered by S&B Automotive Academy is the most appropriate option for their requirements.
- Ensuring all learners receive an initial assessment, individual interview and an individual learning plan that clearly sets out the aims of the training programme.
- Referring potential learners to alternative training providers or other sources of information, advice, and guidance where S&B's programmes are not deemed to best fit the requirements of the individual.
- Ensuring that learners are training for a qualification that matches their potential and career aspirations.
- Ensuring that learners have progress reviews with S&B staff and their employers at 10-week intervals and be offered impartial IAG as part of the process
- Ensuring that at the completion of their training learners are supported to find employment, remain in employment, gain promotion, or continue to further training.

Expected Outcomes

The above aims and objectives are intended to achieve the following outcomes:

- Retention rates over 60%
- Achievement rates of 67 % or over
- Employment rates on achievement of 90 %
- Learner satisfaction survey results more than 3.2 (ESFA metric out of 4)
- Employer satisfaction survey results more than 3.2

Resources:

- Information of training programmes and opportunities in relation to our programmes.
- Guidance on most appropriate provision following an interview and assessment of training needs.
- Pastoral support and guidance for learners on programme to encourage retention.
- Information on additional support available from sources outside of the academy
- Information and advice on career progression or further training provision during and on completion of their S&B training programme
- Staff who have up-to-date relevant knowledge and experience to offer appropriate information, advice, and guidance.

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Review every 12 months.