

CIAG (CAREERS, INFORMATION, ADVICE & GUIDANCE) POLICY & PROCEDURE

1 – Policy Overview

1.1 - Policy Statement

Giving accurate and impartial information, advice and guidance on the full range of qualifications, programmes and career opportunities. If we are unable to give you the information, advice and guidance you need we will, wherever possible, refer you to an alternative source of information.

Being committed to developing the quality of the services we offer. We welcome any comments from our Apprentices and employers of which may help us to improve.

Ensuring the provision of IAG services is quality assured via the collection and analysis of participant feedback, and analysis of key performance data in respect of apprentice retention achievement and progression.

1.2 - Purpose

To provide accurate and impartial information, advice and guidance to existing and potential apprentices about the courses, qualifications and support services we offer.

To provide accurate and impartial information, advice and guidance to employers about the courses, qualifications and training services we offer.

2 – Our Responsibility

2.1 - Prior to Start – IAG / Induction

- Initial information and details of the qualification(s) we offer and commitment information, for both Apprentice and Employer. Draft teaching schedule is also made available.
- Eligibility check, applicants who do not meet entry/eligibility requirements are provided with additional IAG of other options available.
- Pathway confirmed with apprentice and employer.

2.2 - Getting Ready to Start – IA & Enrolment

- Eligibility Enrolment form and Skills Scan completed by a potential apprentice.
- L&D Compliance and Tutor to review evidence submitted to check suitability and if other levels are more suitable this is then fed back with relevant sign posting.
- Structured online discussion between Tutor, potential apprentice and employer to discuss skills scan results and validation, as well as the training plan and commitment. Learning Objectives agreed with both apprentice and employer if the pathway is suitable.
- BKSB Assessments to be completed by the apprentice and reviewed by the L&D team. Feedback and pathway determined.
- Confirmed teaching schedule is issued.
- Support and guidance given if apprentice requires additional help around ALN/ALS. The full information regarding this can be found in our [ALN & ALS Policy](#).

2.3 - Learning Journey Begins

- First Episode of Learning is completed, with objectives reinforced and career pathways defined.
- Safeguarding / E&D / Prevent awareness embedded.

2.4 - Learning Journey Continues

- CIAG available in monthly PDA Playground drop-in sessions and Project Hacks where apprentices have the opportunity to network with leading employers across the UK and the world.
- Assessments planned, completed with feedback (Apprentices working towards Standards/Main Aim qualifications).
- Apprentice reviewed on 8-10 weekly basis.
- Extra one-to-one sessions can be booked with apprentices to support with projects, assignments and for CIAG.
- A final session regarding Project Discovery and how apprentices can advance in the technology industry with our CEO and Founder Martin Paver.

- Gateway agreed with employer/provider as apprentice has met skills, knowledge and behaviours.

Completion

- Apprentices achieve final grade.

Achievement & IAG

- Awards /certification of all components of the qualification. With new badges introduced to support apprentices’ forward journey. Exit interview to be completed by each apprentice.
- Celebration of achievement with possibility of case studies agreed with apprentice / employer.
- Recognition to apprentice and employer achievement on social media and relevant events.
- Career improvement/options discussed where needed.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	5	<ul style="list-style-type: none"> - Added Version Control - Updated Formatting - Added PDA Playgrounds & Badges - Added link to ALN/ALS Policy 	Vicky Emerson	