

Information Advice and Guidance (IAG) Policy 2025 / 2026

The world of work and employment is changing rapidly. Young people face a bewildering range of career opportunities and an equally confusing amount of careers information. Given this environment, it is vital that our learners have access to accurate, impartial and objective advice and guidance to inform choice about their future.

The Martec Training IAG service is delivered:

- **Pre-Learning** - choosing a programme with Martec that is most suited to the learner needs in terms of location, content, level, delivery style, costs, entry requirements and support available.
- **At Induction** - key information and advice relating to the programme and the learning contract.
- **Post-Learning** - via final progress review, exit interview and learner questionnaire to identify further learning opportunities.
- **At any time** - referral to other agencies and training providers for advice on careers, work and learning that may be outside the scope of what Martec is able to provide.

Martec must be able to help all individual learners, irrespective of ability, to make informed decisions at all stages of their experience and development. Martec takes the view that IAG must:

- Empower young people
- Respond to the needs of the learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenges of stereotypes
- Help young people to progress

Effective IAG will provide opportunities for learners to:

- Investigate and implement career/post Martec opportunities
- Have the skills, knowledge and attitude to make well-informed, realistic decisions. Learners should be able to plan their future choices and understand how to access IAG
- Learners should understand how educational achievements are linked to maximising their potential future choices.

To ensure that IAG services are accessible to all and are of high quality, Martec will work towards achieving and maintaining the Matrix IAG quality mark and ensure that IAG services meet the standards within this framework.

In order for the aims of the IAG to be implemented, Martec will ensure that pupils will:

- Gain an understanding of the world of work and will understand their entitlement to continued learning.
- Have the opportunity for individual, impartial careers guidance interviews.
- Know and understand how to access sources of career/post Martec information and decision making support.

Towards the end of the academic year, learners will reflect upon their aspirations when they joined Martec and look to see whether these have changed. Support will be offered in guiding learners to achieve their realistic aspirations post Martec and where appropriate through further courses at Martec.

Evaluation has a crucial role to play in ensuring that the student's needs are being met and in determining the extent to which the IAG programme is meeting its declared aims and outcomes. Evaluation of the IAG programme is an on-going and cyclical process and all aspects are regularly reviewed and monitored to inform future policy planning. Evaluation also includes the views of employers, partners, staff, learners and parents. Their views are collected via discussions and surveys. The IAG policy is reviewed annually.

Responsibilities:

CEO: To ensure centre is compliant with legislation and to enable an annual evaluation of IAG within the centre.

Senior Management: To oversee their team and ensure appropriate IAG is delivered to all learners within their managed area.

Welfare/Tutors: To act as front line support, offer initial IAG and signpost to appropriate support/services.

Responsibility of: Simon Kitson – Operations Manager

MARTEC OPERATIONAL PROCEDURES

The process flow diagram outlines the IAG process steps and opportunities to deliver information, advice and guidance.

