



BROADWAY SCHOOL

Information Advice and Guidance (IAG) Policy

Broadway School aims to provide a high quality information advice and guidance service which will enable staff, students, employers and enquirers to make informed choices about ways in which Broadway School can meet their individual learning, training and development needs.

To implement the policy Broadway School will:

1. Provide accurate and impartial information, advice and guidance to existing and potential students about the courses, qualifications and support services we offer.
2. Provide accurate and impartial information, advice and guidance to students about the courses, qualifications and training services we offer and that are offered by others.
3. Provide accurate and impartial information, advice and guidance to school staff about their rights, entitlements and responsibilities as employees, about staff development procedures and opportunities, about performance management and grievance procedures, and about opportunities to contribute to college strategic planning.
4. Provide a service that conforms to the standards laid down by the National Information, Advice and Guidance Board, and which meets the standards required for Matrix accreditation.
5. Provide a service which is confidential to the individual, and which meets the highest standards of equality of opportunity.

Information, Advice and Guidance (IAG)

**Excellence for all
by raising aspirations**



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Statement of External Service

This statement sets out the details of Broadway School's IAG service as it applies to students. The purpose of this statement is to clarify what is on offer, and what someone can expect when using the service.

Who can use our services?

- **Current students** who are enrolled on a course of study at Broadway School and are interested
- **Enquirers and prospective students** who do not yet study with Broadway School but are considering us as a study option.

What can you expect from us?

- **Accurate and impartial information, advice and guidance** on the full range of services we offer, as detailed below. We offer information and advice on courses and qualifications available at Broadway School. If study elsewhere is more appropriate then we will, where possible, suggest alternatives.
- **A service that conforms to national standards.** We aim to meet the Principles for Coherent Service Delivery laid down by The National Information, Advice and Guidance Board. This means that our service will be:
 - Accessible and Visible
 - Professional and Knowledgeable
 - Impartial
 - Responsive to your needs
 - Friendly and welcoming
- **Equality of Treatment.** We aim to treat all our students solely on the basis of their merits, abilities and potential, regardless of gender, colour, ethnicity, age, socio-economic background, disability, religious or political beliefs, family circumstance, sexual orientation or any other irrelevant distinction.
- **Confidentiality.** In order to provide the best possible service to you we keep a record of your details, your academic record and your contacts with us. This record can only be accessed by authorised college staff who need to see this information as part of their work. We take all appropriate physical, technical and contractual measures to ensure that your information cannot be used by anyone outside Broadway School.

What do we expect from you?



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- As much relevant information as you can give us so that we can answer your enquiry fully; for example, disclosing a disability or additional requirement to enable us to provide extra support if applicable.
- If you have any questions or concerns about your application, your enquiry, your course or your progress, we expect you to contact us as soon as possible in order to resolve the issue.

Feedback, comments and complaints

- We are committed to developing the quality of our services and we regularly seek the views of our students to find out how far they are satisfied with the courses and support provided by Broadway School.
- We welcome any comments you have which may help us to improve our services. If you are a student with us you can pass your comments directly to your course manager or to your elected student representative. If you are not yet a student you can contact us through our website (www.broadway.bham.sch.uk) or by contacting the appropriate Years' Student Support Manager. We hope that you are happy with the service you receive but if you are not then we will investigate and deal with any difficulties you experience. If you have a complaint then we will treat it in confidence and will do our best to resolve it fairly and quickly in accordance with Broadway School's complaints procedure, a copy of which can be obtained from Helen Cook the Heads PA.

How to contact us

You can access our information service through:

- Booking an appointment via your tutor
- Using the LRC resources
- Email

Yr7iag@broadway.bham.sch.uk
Yr8iag@broadway.bham.sch.uk
Yr9iag@broadway.bham.sch.uk
Yr10iag@broadway.bham.sch.uk
Year11iag@broadway.bham.sch.uk

- Web site

www.broadway.bham.sch.uk

THE SERVICES WE OFFER



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1. Help with choosing the right course of study and/or qualification

- Printed information in our prospectus and on the web about our courses and qualifications, about studying at Broadway School and the services provided to students. This information is regularly updated and comprehensive.
- Access to our trained guidance team, who can provide you with more information about the study options open to you.
- For full-time courses in the sixth form, a personal interview with a member of our teaching staff, who will discuss your educational background and needs, your career aspirations, and the options open to you.
- Course information, advice and guidance is also available through our school visits, open days, information events, taster days and through our marketing stand at various shows and events such as option evenings
- Detailed information and advice about the cost of study and any financial support that may be available to you. We will provide you with information regarding EMAs or Bursaries available at universities as well as help in completing UCAS forms etc

2. Help with starting your studies

- We will provide you with written information about the enrolment process, about any equipment/resources you will need to buy, We will provide you with a comprehensive induction programme which will include information about:
 - Your specific course, and how it will be assessed
 - The Learning Resource Centre and how to use it
 - Learning support available to you
 - The role of the student voice and council
 - Enrichment activities available to you
 - Welfare and Counselling services available to you

3. Support during your studies.

- We will provide on-going advice and guidance throughout your time with us in order to assist your learning and your personal development. This will include:
 - Course-based support from your subject teachers and subject leaders.
 - Information, advice, and guidance to enable you to plan your personal, educational and career development.
 - Reasonable adjustment and study support to facilitate your studies if you have a disability or additional requirements.



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4. Help with Moving on

- We will provide help and support to enable students to choose what you will do next. This may include:
- Support from teaching staff who can provide you with more information about options beyond your present study, whether it's progression to another key stage, progression to University or progression to employment
- Information, advice and guidance about the job-seeking process including CVs and completing application forms, preparing for interviews, and looking for job vacancies.
- Access to careers advice through the Connexions service and other providers

Careers and Guidance

Broadway School
Policy for Careers Education, Information, Advice and Guidance
(CEIAG)

Introduction

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

▪ Commitment

Broadway School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the local Connexions Service.

Broadway School endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers



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education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time. In addition

Broadway School is committed to gaining the local CEG quality award.

This policy was developed in draft form and will be reviewed in discussion with teaching staff; Broadway School's Connexions personal adviser(s), students, parents, governors, advisory staff and other external partners (e.g. the 14-19 Partnership) by end of July 2009.

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/LDD.

▪ Students' needs

Objectives

The careers programme is designed to meet the needs of students at Broadway School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

▪ Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

4. Implementation

Implementation

▪ Management

A named member of staff will be appointed to co-ordinate the careers programme and is responsible to Mrs Basi. This area



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will be supported by a link governor. The careers co-ordinator is responsible for the work of the careers administrator. Work experience is planned and implemented by the work experience co-ordinator Mr S Kellond who will work closely with the careers co-ordinator.

- **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development/PSHE Education team. The CEIAG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions personal adviser who provides specialist careers IAG. Careers information is available in the Connexions Resource Centre which is maintained by Broadway School librarian. Administrative support is available to the careers co-ordinator.
- **Curriculum**

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Connexions Resource Centre and on Broadway School intranet), work-related learning (including two weeks' work experience), and individual learning planning/portfolio activities. Careers lessons are part of Broadway School's personal development programme. Other focused events, e.g. a higher education fair will be provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Students will be actively involved in the planning, delivery and evaluation of activities.
- **Assessment and accreditation**

The intended career learning outcomes for students are based on the National Framework and are assessed using assessment for learning (AfL) techniques. The Preparation for Employment Certificate is taken by some students at Key Stage 4.
- **Partnerships**

An annual Partnership Agreement is negotiated between Broadway School and the Connexions Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with local 14-19 partners.
- **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the



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CEIAG area. The careers co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

- **Staff development** Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service and in conjunction with Broadway School inset co-ordinator. Funding is provided both from Connexions and from school funds. Broadway School will endeavour to meet training needs within a reasonable period of time.
- **Monitoring, review and evaluation** The Partnership Agreement with Connexions is to be reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the local quality standards for CEG to identify areas for improvement. A report will be submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG will be undertaken regularly.

5. Approvals

- **Signatures:**

Headteacher and Chair of Governors

Date of approval by Governors:

- Date of next biennial review to be 3 months from approval and/or first training sessions to identify next course of action with regards training.