

# **Xyrius Training Limited**

## **Information Advice and Guidance Policy**

### **Introduction:**

Xyrius Training Limited Offers Information, Advice and Guidance (IAG) on an impartial and free basis to support and help learners to achieve their potential in their career of choice. When approached for IAG on other areas including, for example: finance, health and relationships, we signpost learners to other local or national organisations who provide specialist services on those issues.

### **Aim of the Policy:**

1. Ensure that all learners have access to high quality and impartial, Information, Advice and Guidance (IAG) so that they can make informed choices about future learning and career opportunities.
2. Ensure that all staff receive high quality Continuous Professional Development, guidance and mentoring support so that they have expert knowledge to deliver the very best IAG.
3. Ensure a whole service approach, focused on embedding career progression for learners.

### **Statement of Intent:**

To ensure we provide outstanding quality IAG for all learners and that we are committed to working alongside the following legislative guidance and Ofsted's requirements under the Education Inspection Framework.

### **What to expect from Xyrius Training Limited:**

This policy sets out to ensure that all learners are prepared for the next stages of their progression and for the world of work. This entitlement will be continuously reviewed and revised so that it remains suitable to help all learners to progress.

The entitlement will guarantee that all learners will receive:

1. A universal and impartial Information, Advice & Guidance (IAG) to support all learners to progress in their choice of career pathways.
2. Signposts to the National Careers Service.
3. Access to Welfare services - where relevant signpost learners to services such as mental health provision, financial and debt management advice and housing and benefits advice.

## **Partnership Working:**

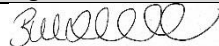
This policy establishes and sets out that Xyrius Training Limited will continue too effectively:

1. Work with the business community to identify local and national skills priorities.
2. Signpost the National Careers Service to strengthen our careers offer.
3. Build working relationships with other training providers to understand what provision is available at a local, regional, and national level.

## **Confidentiality:**

In order to provide the best possible service to you we keep a record of your details, your academic record and your contact with us. This record can only be accessed by authorised personnel at Xyrius Training Limited that 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 of our organisation.

## Document control

Document title	Document owner	Signature	Version	Review date
Xyrius Training IAG Policy	Bethan Rhodes		Oct21 v.1	Due Oct 22

This document should be a reviewed a minimum of annually by the CEO or the Training & Certification Director.