

## Oxfordshire IAG Protocol for Young People

for providing impartial information advice and guidance to students and parents

### Aim of the protocol

- To ensure that young people receive relevant and timely information, advice and guidance for and in Key Stage 4
- To enable students to take the 16+ decisions best suited to their needs
- To enhance partnership working between organisations: schools, colleges, training providers and Connexions - working in partnership to meet the needs of learners<sup>1</sup>

### Vision of the Oxfordshire 14-19 Strategy:

“All young people in Oxfordshire will have access to a comprehensive range of inclusive, high quality learning opportunities that meet individual needs and economic priorities and maximise potential. They will receive effective guidance and support in order to make well-informed choices to encourage further progression and high achievement.”

### How to use this protocol

- **Assess and improve:** this protocol should be used to assess and improve the provision of information, advice and guidance to young people in your 14-19 Partnership area
- **Reviewing progress:** 14-19 Partnerships should review their provision at least annually against this protocol and report progress to the Oxfordshire 14-19 Strategy Group as part of their overall Action Plan Progress report. 14-19 Partnerships should also use young people’s perceptions to review progress in implementing the protocol. Your Connexions representative will be able to assist you with this.

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<sup>1</sup> The 14-19 area-wide inspection report (October 2003) recommended for pupils to be provided with the full range of progression opportunities post-16 including work-based training, the post-inspection action plan requires for a School – FE – WBL protocol for comprehensive information and guidance on post - 16 options to be agreed and implemented.

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Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
<b>Distribution of information / prospectus from education / training establishments &amp; raising awareness of web based information</b>	<ul style="list-style-type: none"> <li>Give individual copies to all Year 11 students, normally by end December.</li> <li>Encourage Year 11 students to access web based information including 14-19 Consortium / Area / Oxfordshire Prospectus</li> <li>Ensure information provided is objective</li> <li>Ensure sufficient copies of post 16 prospectus sent to colleges on time</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that sufficient copies of college prospectus sent to schools on time (normally in November)</li> <li>Ensure information provided is objective</li> <li>Pass information to appropriate college students about school post 16 options</li> <li>Encourage college students to access web based information including 14-19 Consortium/ Area / Oxfordshire Prospectus</li> </ul>	<ul style="list-style-type: none"> <li>Collectively ensure that generic information about work based training is made available to schools/colleges for all interested students</li> </ul>	<ul style="list-style-type: none"> <li>Ensure full range of information available in all Access Points</li> <li>National course search – include Learn Direct database of over 900,000 courses, in all publications</li> <li>Introduce all students to local post-16 courses, apprenticeships, training opportunities and job vacancies searchable database – www.connexions mkob.com</li> </ul>	<ul style="list-style-type: none"> <li><b>Student awareness of post 16 opportunities available through school, college and work based learning organisations</b></li> <li><b>Students provided with information which is clear, simple and accessible</b></li> <li><b>Students use a variety of sources of careers information, including web based information.</b></li> </ul>
<b>Open evenings for parents and</b>	<ul style="list-style-type: none"> <li>Pass individual invitations to</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the material for school</li> </ul>	<ul style="list-style-type: none"> <li>Representative work based</li> </ul>	<ul style="list-style-type: none"> <li>Ensure PAs attend events in</li> </ul>	<ul style="list-style-type: none"> <li><b>Students and their parents</b></li> </ul>

<sup>2</sup> Please note – all national publications referred to below are free but need to be ordered by schools. An order form is sent out electronically with the DfES Spectrum Newsletter. All local publications are funded by Connexions and distributed by Personal Advisers.

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
<p><b>students to provide information advice and guidance on courses offered post 16</b></p>	<p>College open evening to interested students in – Years 9 (where appropriate), 10, 11, 12, 13 – in good time for them to plan to attend</p> <ul style="list-style-type: none"> <li>• Avoid clashes with other events competing for parents’ and pupils’ attention (e.g. Year 11 parents’ evenings)</li> <li>• Invite College students to attend school post 16 open evenings, notifying College of dates as early as possible, and ensuring that material for College students is seen by College in advance</li> <li>• Invite work based learning providers to attend school</li> </ul>	<p>students is seen by the school in advance</p> <ul style="list-style-type: none"> <li>• Ensure information provided is objective</li> <li>• Notify school of proposed dates for College open evening as early as possible.</li> <li>• Invite work based learning providers to attend college open evening</li> <li>• Invite Connexions PAs to attend College open evenings</li> <li>• Provide information for parents</li> </ul>	<p>learning providers make themselves available to attend</p> <ul style="list-style-type: none"> <li>• Provide/display material on all occupational areas</li> <li>• Provide information for parents</li> </ul>	<p>order to give access to independent Information Advice and Guidance</p>	<p><b>understand the progression routes open to them and are able to compare options critically</b></p> <ul style="list-style-type: none"> <li>• <b>Students assisted to manage change and transition giving consideration to the longer term implications</b></li> </ul>

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
	<p>post 16 open evening</p> <ul style="list-style-type: none"> <li>• Invite Connexions PAs to attend open evenings</li> <li>• Provide information for parents</li> <li>• Ensure information provided is objective</li> </ul>				
<p><b>College and work based learning providers participation in any pupils'/parents' What Next at 16 sessions?</b></p>	<ul style="list-style-type: none"> <li>• Invite the college to present college options inside an appropriate time slot, at the same time as other post 16 options are presented to students and their parents</li> <li>• Invite work based learning providers to attend and present as appropriate</li> <li>• Present school options in a balanced and fair way</li> <li>• Invite Connexions</li> </ul>	<ul style="list-style-type: none"> <li>• Present college options in a balanced and fair way</li> <li>• Observe the requirements for the session – timekeeping, display of materials, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Representative work based learning providers make themselves available to attend</li> <li>• Provide/display material on all occupational areas</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure PAs participate in order to give impartial Information Advice and Guidance about the full range of options</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Students develop knowledge and understanding of options open to them, including opportunities provided through vocational options</b></li> </ul>

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
	<ul style="list-style-type: none"> <li>PAs to attend</li> <li>Encourage pupils to seek information and advice</li> </ul>				
<p><b>Opportunities to give information directly to Year 11 students</b></p>	<ul style="list-style-type: none"> <li>Provide opportunities for all Year 11 students in class-sized groups to hear about, and to ask questions about, college and work based learning options</li> <li>Enable students with particular interest in college and work based learning options to gather more information at subsequent events.</li> <li>Present information about school options in a balanced and fair way</li> <li>Organise sessions for Connexions PAs to outline option</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with schools about individual students, so that colleges can support schools expectations of students. Eg school may be pushing for students to complete 5 GCSEs, but college entry may require 4 GCSEs which could inadvertently lower student aspiration</li> <li>Present information on college options in a balanced and fair way</li> <li>Observe the requirements for the sessions –</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the information is current, detailed, relevant to the sector and needs of the age group</li> <li>Provide sector specific 1 to 1 sessions with young people</li> </ul>	<ul style="list-style-type: none"> <li>Ensure PAs attend year 11 reviews of statemented pupils when invited , and undertake section 140 assessment as appropriate</li> <li>Ensure Connexions PAs respond positively to school invitation to offer section 140 assessment to all students with special needs who will be transferring to further education or training</li> <li>Ensure PAs see all year 11 on</li> </ul>	<ul style="list-style-type: none"> <li><b>Students understand information about qualifications available post 16, and the similarities and differences between sixth form, further education and work-based training</b></li> </ul>

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
	<p>choices and distribute 'It's Your Choice' booklet</p> <ul style="list-style-type: none"> <li>• Facilitate individual sessions for students with Connexions PAs</li> <li>• Leaving Care PA to be invited to contribute to ILP</li> <li>• Ensure that Connexions PA is invited to attend year 11 review of statemented pupils and undertake a section 140 assessment as appropriate</li> <li>• Invite Connexions PA to offer section 140 assessment to all students with special needs who will be transferring to further education or training</li> </ul>	<p>punctuality, timekeeping, etc.</p>		<p>group or individual basis to provide impartial Information Advice and Guidance</p> <ul style="list-style-type: none"> <li>• Ensure all schools are aware of national publication 'It's Your Choice' which provides educational and careers guidance for years 10 and 11 students</li> <li>• Introduce all students to local publication 'Let's talk about...It's Your Choice' – which supplements the national booklet. The 2006-07 edition will be customised to include local information</li> </ul>	

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
				specific to each 14-19 Partnership in Oxfordshire. <ul style="list-style-type: none"> <li>• Introduce students, as appropriate, to local publication 'Let's talk about... Your Future' – similar in content to 'It's Your Choice' but aimed at less able mainstream students / more able special needs students.</li> <li>• Introduce parents/carers to local publication 'A Guide for Parents and Carers of Year 11 Students' – leaflet to help parents/carers support their teenagers in making career</li> </ul>	

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				<p>and educational decisions.</p> <ul style="list-style-type: none"> <li>• Introduce students to national 'Jobs 4u' careers database which gives an idea of the type of qualifications, skills, working hours and salary, associated with each job.</li> <li>• Locally, KeyCLIPS/eCLIP S (careers and lifestyle information) licences purchased for all mainstream schools and colleges.</li> <li>• Introduce students to local publication 'Let's talk about ...Job-seeking' – provides advice</li> </ul>	

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
				on job hunting, applying for jobs, CV writing, going for interviews.	
<p><b>Information to Year 9 and 10 students on college and work based learning options</b></p>	<ul style="list-style-type: none"> <li>• Encourage Year 9 &amp; 10 students to access web based information including 14-19 Consortium /Area / Oxfordshire Prospectus</li> <li>• Ensure that all Year 9 &amp;10 students receive information about college and work based learning options</li> <li>• Enable students with particular interest in college and work based learning options to gather more information.</li> <li>• Ensure that the Connexions PA is invited to attend year 9 review of</li> </ul>	<ul style="list-style-type: none"> <li>• Present information on college options in a balanced and fair way</li> <li>• Recognise the distinct information needs of Year 9 and Year 10 students</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the information is current, detailed, relevant to the sector and needs of the age group</li> <li>• Provide sector specific 1 to 1 sessions with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure PAs attend year 9 review for statemented pupils when invited by school</li> <li>• PAs provide impartial Information Advice and Guidance through group and 1:1 sessions</li> <li>• Ensure schools are aware of national publication 'It's Your Choice' which provides educational and careers guidance for Years 10 and 11 students</li> <li>• Ensure schools are aware of</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Students able to identify, access and use the help and advice they need from a variety of sources</b></li> <li>• <b>Students able to make realistic and informed choices of options available post - 14</b></li> </ul>

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
	<p>statemented pupils (this is a statutory requirement).</p> <ul style="list-style-type: none"> <li>• Ensure that information is provided to parents to assist students in making informed choices</li> </ul>			<p>national publication 'Which Way Now?' which is designed as a work book and leads Year 9 students through all the stages of making their option choices at age 14. Available in hard copy or as an interactive website.</p> <ul style="list-style-type: none"> <li>• Introduce students to local publication 'Let's talk about...Which Way Now?' which supplements the national booklet.</li> <li>• Ensure school awareness of national publication 'Parents and</li> </ul>	

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
				<p>Carers of Year 9 Students' – booklet which enables parents and carers to support their teenagers through the career and learning choices they face from Year 9 onwards.</p> <ul style="list-style-type: none"> <li>• KeyCLIPS/eCLIP S (careers and lifestyle information) licences purchased for all mainstream schools and colleges</li> </ul>	
<p><b>Information about 14 – 16 options</b></p>	<ul style="list-style-type: none"> <li>• Ensure that any programme not targeted at a specific group is offered to all students (e.g. publicised in Year 10 options)</li> <li>• Students offered</li> </ul>	<ul style="list-style-type: none"> <li>• Offer a range of opportunities to follow programmes of vocational and academic study</li> <li>• Work in partnership with schools and engage in early</li> </ul>	<ul style="list-style-type: none"> <li>• Offer appropriate taster sessions to raise awareness of what is on offer within the vocational agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure PAs available to provide individual advice and guidance to pupils and parents</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Students and their parents acquire knowledge and understanding of the options open to them including opportunities</b></li> </ul>

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
	<p>work related learning and direct experience of work to make informed choices</p> <ul style="list-style-type: none"> <li>• Work in partnership with colleges and engage in early planning to complement school work related curriculum</li> <li>• Information and advice to students through schools career education programmes</li> <li>• Provide information for parents</li> </ul>	<p>planning to complement school work related curriculum</p> <ul style="list-style-type: none"> <li>• Offer appropriate taster sessions to raise awareness of what is on offer within the vocational agenda</li> </ul>			<p><b>provided through vocational options</b></p> <ul style="list-style-type: none"> <li>• <b>Students able to make realistic and informed choices of options available post 14</b></li> </ul>
<p><b>College and work based learning providers participation in school /area careers fairs</b></p>	<ul style="list-style-type: none"> <li>• Give fair notice of the event</li> <li>• Provide location and space for displays appropriate to the needs of the college / work based learning provider</li> </ul>	<ul style="list-style-type: none"> <li>• Display information giving a fair representation of options and sectors</li> <li>• Observe the normal requirements placed on</li> </ul>	<ul style="list-style-type: none"> <li>• Honour agreement to attend</li> <li>• Provide fair advice and guidance</li> <li>• Collectively display information giving a fair</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure PAs attend in order to provide Information Advice and Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Students identify, select and use a wide range of careers information and distinguish between objectivity and bias</b></li> </ul>

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
	<ul style="list-style-type: none"> <li>Display information giving a fair representation of options and sectors</li> </ul>	<p>participants – timing, staffing of stand, etc.</p>	<p>representation of options and sectors</p>		
<p><b>Information to Year 7 &amp; 8 pupils about 14-19 learning pathways</b></p>	<ul style="list-style-type: none"> <li>Provide information for Yr 7 &amp; 8 pupils about 14-19 learning pathways</li> <li>Provide information for parents about 14-19 learning pathways</li> <li>Initiate early collaboration with college and work based learning providers</li> </ul>	<ul style="list-style-type: none"> <li>Early collaboration</li> <li>Early taster sessions to help inform choices</li> <li>Provision of information for parents</li> </ul>	<ul style="list-style-type: none"> <li>Provide enjoyable / entertaining presentations about a range of occupations</li> <li>Provide information to parents</li> </ul>	<ul style="list-style-type: none"> <li>Continue to have discussions on needs and provide data</li> <li>Support schools career education programmes</li> </ul>	<ul style="list-style-type: none"> <li><b>Pupils and parents understand how the world of work is changing and have an awareness of the skills that promote employability</b></li> <li><b>Pupils provided with information to assist them to make informed choices</b></li> </ul>
<p><b>Information sharing about opportunities across a range of programmes to meet the needs of</b></p>	<ul style="list-style-type: none"> <li>Ensure early collaboration by schools/colleges/training providers to motivate young people struggling with the full national</li> </ul>	<ul style="list-style-type: none"> <li>Ensure early collaboration and planning to minimise future NEET<sup>3</sup> numbers</li> <li>Information for parents</li> </ul>	<ul style="list-style-type: none"> <li>Ensure early collaboration and planning to minimise future 'NEET' numbers</li> <li>Representative training providers</li> </ul>	<ul style="list-style-type: none"> <li>Provide relevant data and information</li> </ul>	<ul style="list-style-type: none"> <li><b>Programmes designed to meet the needs of individual learners and minimise the number of</b></li> </ul>

<sup>3</sup> NEET = Not in Employment, Education or Training

Activity	School Best Practice	College Best Practice	Training Provider Best Practice	Connexions Best Practice <sup>2</sup>	Outcomes
<b>learners</b>	<ul style="list-style-type: none"> <li>curriculum at KS4</li> <li>Provision of information for parents</li> </ul>	<ul style="list-style-type: none"> <li>Sustain dialogue with schools, to assist students who engage in post 16 provision but make the wrong choices (at 17 as well as 16)</li> <li>Link with Connexions as necessary to assist students with reviewing options</li> </ul>	<ul style="list-style-type: none"> <li>to visit schools annually to update them on options / provision</li> <li>Provide information to parents</li> </ul>		<b>young people not in education employment or training (NEET)</b>
<b>Work in partnership to ensure communication is effective</b>	<ul style="list-style-type: none"> <li>Provide information that is clear, simple, accessible and objective</li> <li>Maintain dialogue with colleges and training providers to meet the needs of individual students</li> </ul>	<ul style="list-style-type: none"> <li>Provide information that is clear, simple, accessible and objective</li> <li>Maintain dialogue with schools to meet the needs of individual students</li> </ul>	<ul style="list-style-type: none"> <li>Representative training providers to visit schools annually to update them on options / provision</li> <li>Collectively provide information which is clear, simple, accessible and objective</li> </ul>	<ul style="list-style-type: none"> <li>Provide relevant data and information</li> </ul>	<ul style="list-style-type: none"> <li><b>Pupils/students and parents provided with clear and relevant information to assist them to make informed choices</b></li> </ul>