



THE LINK
— ACADEMY —
ENCOURAGE | INSPIRE | ACHIEVE

Information, Advice and Guidance



The Link Training Academy



THE LINK

— A C A D E M Y —

ENCOURAGE | INSPIRE | ACHIEVE

Information, Advice and Guidance Statement

The Link Training Academy strives to provide learners with access to high quality information, advice and guidance. We believe that it is crucial to the personal, educational and career development of our learners and potential learners. By enabling learners to make well-informed decisions about their current and future aims, we aim to give every learner the best chance of success.

What is High Quality Information, Advice and Guidance		
The provision of accurate, up-to-date and objective information about personal and lifestyle issues, learning and career opportunities, progression routes, choices, where to find help and advice, and how to access it	The provision of advice through activities that help young people to gather, understand and interpret information and apply it to their own situation	The provision of impartial guidance and specialist support to help young people understand themselves and their needs, confront barriers, resolve conflicts, develop



THE LINK

— A C A D E M Y —
ENCOURAGE | INSPIRE | ACHIEVE

Information, Advice and Guidance (IAG)

It is our aim to provide high quality, impartial, information, advice and guidance, which will promote the value of learning to current and prospective learners and employers.

Information, Advice and Guidance (IAG) is an integral part of the learner journey from the very first contact, through the training and assessment process, past final certification and beyond into the learner's career. The objective is to promote, encourage and nurture learning as an ongoing process.

It is based upon explaining options and removing barriers to learning.

The three main stages of the IAG process are:

Initial (Pre-induction and induction stage)

- Giving advice on all available options of training for the learner
- Explaining what is involved in each programme or pathway of training
- Explaining how the training is delivered and how long it should take to achieve
- Advising whether funding is available
- Explaining what the learner can expect of us and what we expect of the learner
- Advising about other training which may help the learner progress
- Giving information on where the learner can access additional information, advice, guidance and support.

Ongoing (Throughout the learning stage)

- Giving regular learner progress updates and feedback
- Offering advice on assessment requirements
- Giving advice on additional support that may be available
- Giving the learner opportunity to give feedback to the assessor

Completion (At the end of this part of the journey)

- Giving feedback on the learner's achievement
- Allowing the learner to give feedback on their experience of the training
- Giving advice to the learner on what the next step of their journey could be.

You can request information, advice and guidance at any stage of the process by contacting a member of our staff who will direct you to the person best suited to provide you with the most appropriate and up to date advice possible, whether this is one of our assessors, funding advisors, trainers or industry specialists. If in the event we cannot give you the information you request we will endeavour to put you in touch with an organisation that can.

To make this as simple as possible we provide you with 24-hour access to the following telephone number; 07901871913 or alternatively we can be contacted through any of our social network mediums.