

Information, Advice & Guidance (IAG)

- along the way

Our IAG Service



At UKTD we are committed to delivering quality Information, Advice and Guidance (IAG) as part of the holistic service that we provide.

Our aim is to ensure that all learners have access to ongoing impartial IAG to support their educational, occupational and career choices, as well as help with any pastoral concerns they may have.

The following Learner Journey shows the different stages and levels of guidance and support that we provide along the way.

PRIOR TO PROGRAMME

EMPLOYER CONTACT UKTD FOR INITIAL IAG AND HELP WITH FINDING AN APPRENTICE, VIA THE 'FIND AN APPRENTICE' WEBSITE



EMPLOYER CONTACT UKTD WHEN APPRENTICE IS APPOINTED



EMPLOYER ENGAGEMENT TEAM VISIT – INTERVIEW, INITIAL ASSESSMENT AND IAG SUPPORT



REGIONAL MANAGER VISITS EMPLOYER TO COMPLETE LEARNING CONTRACT AND CHECK TRAINING PROVISION



TUTOR VISITS TO COMPLETE SIGN UP AND INDUCTION; INDIVIDUAL LEARNER PATHWAY AND INDIVIDUAL LEARNING PLAN; INCLUDING ANY ADDITIONAL SUPPORT OR LEARNING NEEDS TUTORING PLAN

ON-PROGRAMME

REVIEWS AND ONGOING IAG TO IDENTIFY PROGRESS AND ENSURE LEARNER'S PERSONAL DEVELOPMENT NEEDS ARE BEING MET BY TUTOR



WELLBEING, PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE
- ADDITIONAL SIGNPOSTING TO EXTERNAL SERVICES AND
UKTD SAFEGUARDING TEAM SUPPORT



STAYING SAFE ONLINE, BRITISH VALUES, RADICALISATION AND EXTREMISM



HAVE YOUR SAY, GET INVOLVED - DISCUSSION, LEARNER / EMPLOYER SURVEYS



COMPLAINTS OR CONCERNS - REGIONAL MANAGERS



ON THE JOB TRAINING, TRADE SHOWS AND EXHIBITIONS
- THROUGH COMPANY TRAINERS AND UKTD TUTORS



EXAMS AND COMPLETION OF PROGRAMME TO ENTER THE GATEWAY FOR
END POINT ASSESSMENT AFTER PROGRAMME

AFTER PROGRAMME

CERTIFICATION AND AWARDS



EXIT INTERVIEW, COURSE REVIEW, ADVICE AND GUIDANCE ON PROGRESSION
OPPORTUNITIES - UKTD TUTOR



ONGOING ADVICE AND GUIDANCE ON PROGRESSION OPPORTUNITIES THROUGH
DESTINATION TRACKING OF LEARNER FOR 24 MONTHS POST PROGRAMME



SIGN UP FOR ADDITIONAL TRAINING OR NEXT LEVEL APPRENTICESHIP

If you have any questions or concerns, we are here to help.