



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

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Learning and Skills (Wales) Measure 2009

Learner support services and Learning Pathways
Document guidance

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Guidance

Guidance document No: 047/2011

Date of issue: February 2011

Learner support services and Learning Pathways Document guidance

Audience	Local authorities; governing bodies of maintained secondary schools; head teachers of maintained secondary schools; governing bodies of further education institutions; principals of further education institutions; 14–19 network partners; Estyn; Governors Wales; and awarding organisations.
Overview	Governing bodies of maintained secondary schools and further education institutions must have regard to this guidance when providing, securing the provision of or participating in the provision of learner support services. Learner support services are services that encourage, enable or assist those aged 14–19 to participate in education and training, take advantage of opportunities for employment or to participate in the life of their communities.
Action required	Governing bodies and head teachers of maintained secondary schools and the governing bodies and principals of further education institutions must have regard to this statutory guidance by the start of the academic year 2011/2012.
Further information	14–19 Learning Pathways Branch Curriculum Division Department for Children, Education, Lifelong Learning and Skills Welsh Assembly Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 3004 e-mail: 14-19@wales.gsi.gov.uk
Additional copies	This document can be accessed from the Welsh Assembly Government website at www.wales.gov.uk/educationandskills
Related documents	See Annex B.



Ministerial Foreword

Through 14-19 Learning Pathways we are transforming educational provision for young people in Wales. Learning Pathways are making a significant contribution to preparing our young people for high skilled employment and higher education. The Learning and Skills (Wales) Measure 2009 will ensure that young people have access to courses, including vocational options, which will help them to realise their potential. It also ensures that support is available to learners to help them to overcome barriers that might prevent them from doing so.

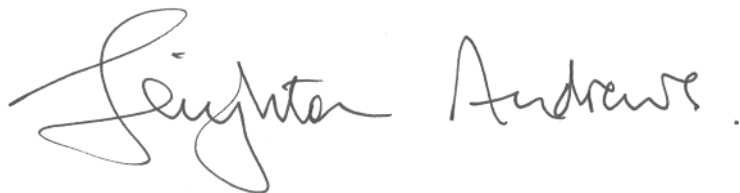
This Guidance is in relation to Part 3 of the Learning and Skills (Wales) Measure 2009, namely the provision of:

- Learner support services; and
- The Learning Pathway Document.

This Guidance underlines the distinctive policy approach we have adopted in Wales. It is an approach that emphasises co-operation between learning providers, working together to secure a better future for young people. It makes a key contribution to the transformation of learning experiences for all our young people.

The period between 14-19 years of age is a time of significant transition. For many young people aspects of their personal life can create barriers to learning and so learner support services can make the difference between realising their learning potential or not doing so. One of the key aspects of 14-19 Learning Pathways is the emphasis placed on the role of learner support services. Many young people will succeed with minimal support, others will need support at key points in their lives and some may need more consistent support over a longer period.

This Guidance should be read alongside the 2002 Direction and Guidance on youth support services contained within Extending Entitlement: support for 11 to 25 year olds in Wales, which is currently being updated. However, central to the provision of both learner and youth support services is the need to ensure that all information, advice and guidance is impartial and that advisers act in the best interest of the young person.

A handwritten signature in black ink that reads "Leighton Andrews". The signature is written in a cursive, flowing style.

Leighton Andrews AM
Minister for Children, Education and Lifelong Learning

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Summary

This Guidance covers the provision of services related to education, training and skills for 14 to 19 year olds in maintained secondary schools¹ and further education institutions² in Wales. It sets out the duties placed upon their governing bodies in relation to learner support services³; and upon head teachers and principals in relation to the Learning Pathway Document⁴.

This Statutory Guidance is given under sections 40(4) and 43(6) of the Learning and Skills (Wales) Measure 2009 and sets out actions required to support the provision of learner support services and the Learning Pathways Document.

¹ Has the same meaning as in the Schools Standards and Framework Act (c.31).

² Has the same meaning as in the Education Act 1997 (c.56).

³ “Learner support services” are defined in Section 40(3) Learning and Skills (Wales) Measure 2009.

⁴ “Learning pathway” is defined in Section 43 (2) Learning and Skills (Wales) Measure 2009.

Requirements of the Learning Pathway Document are described in section 43(3).

Section 1: Learner support services

Background

1.1 14-19 Learning Pathways policy aims to transform provision and support for learners, raise achievement and attainment, prepare young people for high skilled employment or higher education and enable young people in Wales to compete in Europe and beyond in the 21st Century.

1.2 The key objective of the Measure is to improve educational outcomes and attainment for learners aged 14-19. The Measure includes powers for Welsh Ministers to direct and issue guidance in relation to the provision of learner support services.

Requirement

1.3 This Guidance accompanies the Learner Support Services Directions (Wales) 2011 (the Direction). The Direction is given to all governing bodies of maintained secondary schools and further education institutions.

1.4 Under the terms of the Direction, governing bodies of maintained secondary schools and further education institutions and any other persons they make arrangements with for the provision of learner support services must have regard to this Guidance.

1.5 A copy of the Direction is included at Annex A.

1.6 Governing bodies must ensure that all advice and information given is impartial and is in the best interests of the young person. Governing bodies should not seek to promote the interests of any school, institution or other person⁵.

1.7 Learner support services include learning coaching, personal support and careers information and guidance. The provision of these services should reflect individual need. The services should be designed to enable young people to make informed and realistic choices, overcome barriers to their learning and realise their potential. This should include supporting young people to:

- set realistic goals;
- develop a learning pathway that meets their needs;
- develop progression routes which will lead to fulfilling careers;
- overcome barriers to their learning;
- develop solutions to personal, social, emotional and physical problems, including those which relate to behavioural, personal and social issues; and

⁵ Section 40 (6) Learning and Skills (Wales) Measure 2009.

- take advantage of opportunities to play an active role in their communities and contribute positively to community life.

1.8 Governing bodies should consider how the learning support needs of all their learners can be best met. Learning support may be provided by a range of staff within the school or institution, for example form teachers, lecturers or personal tutors and by external staff, for example careers advisers, personal support workers, specialist support workers and youth workers.

Learning Coaching

1.9 Governing bodies should make available learning coaching to guide, coach and mentor young people to plan their individual learning pathway, make informed decisions, identify goals and become independent learners.

1.10 Learning coaching is a function which can be provided by an individual or by a team and can be delivered to individuals or groups - depending on the needs of the young person/people.

1.11 Learning coaching should be available to support young people to:

- develop their learning skills, motivation and engagement;
- make best use of and develop their learning styles;
- cope with transition at key points of change during the 14-19 phase, including managing the transition from directed to self-directed learning; and
- plan an individual learning pathway which takes account of their skills, attributes and experience in all aspects of their lives.

1.12 In fulfilling the learning coach function, those coaching should take account of the needs of the individual young person and provision should be tailored to their needs.

Training Qualifications for Learning Coaching

1.13 The Welsh Assembly Government has developed a national training programme for learning coaching. The programme supports those who will be involved in delivering the learning coach function to undertake the relevant training to develop the necessary skills and attributes to be effective in their role. Schools and further education institutions should undertake an analysis of the learning coaching needs of their learners and a workforce training needs analysis of those who will be delivering the learning coach function.

Personal Support

1.14 Governing bodies of maintained schools and further education institutions should facilitate young people's access to personal support services. These services can support young people to develop solutions to and overcome situations in their

personal lives which are barriers to their learning and which are preventing them from realising their potential.

1.15 Access to personal support will be in response to particular events in a young person's life. Young people, aged 14-19, will also have access to personal support through their schools' or institutions' pastoral support services. Those responsible for providing pastoral support within schools and further education institutions need to be aware of the services available locally through youth support services.

Careers information, advice and guidance

1.16 Governing bodies should ensure that careers information, advice and guidance is available to all young people as part of their Learning Pathway. This should comprise a combination of careers education and information provided as part of the basic curriculum and impartial careers advice and guidance provided in schools and institutions by Careers Wales advisers.

1.17 Careers education and information forms part of the basic curriculum requirements for all 11-16-year-olds and schools should have regard to the guidance contained within the Careers and the World of Work Framework⁶. The Framework also contains guidance on the post-16 curriculum to which schools and further education institutions should have regard.

⁶ **Careers and the World of Work: a framework for 11 to 19-year-olds in Wales** 2008.
<http://wales.gov.uk/topics/educationandskills/parents/whatwillchildlearn/learningpathways1419/learnin-gcore/;jsessionid=TH5VJF1R14Zpsvl2KnsJLryCkfVn4nBhf9Rx3JQQQ6xFCpVJF86t!1614610361?lang=en>.

Section 2: Learning Pathway Document

2.1. Head teachers of maintained secondary schools and principals of institutions within the further education sector must ensure that their pupils or students are provided with a Learning Pathways Document. The Document must detail the course of study that they are entitled to follow⁷ and any learner support to be provided to them⁸. The document must be amended or re-issued if there are any variations to the pupil or student's course of study⁹.

2.2. The Learning Pathway Document is about the pupil or student who should be encouraged to feel ownership of their document and be an active contributor to its development as their learning and achievements develop.

2.3. There is no prescribed format for the Learning Pathway Document. It can be in paper, electronic or online format. An existing document can be used if it records the courses of study and any learner support required.

2.4. An on-line version of the Learning Pathway Document is available on Careers Wales Online¹⁰, which can be completed by the pupil or student online or printed and completed in hardcopy.

2.5. As well as listing the courses and learner support services available to the pupil or student the Document can also be used by the student or pupil to record:

- their goals and aspirations;
- information about learning preferences and developing learning skills;
- non-formal learning experiences, activities and opportunities and how the skills acquired contribute to the Learning Core;
- outcomes obtained from informal learning opportunities; and
- how gaps in experience or skills will be met.

⁷ Section 116E(1) of the Education Act 2002 or section 33F(1) of the Learning and Skills Act 2000.

⁸ Section 43(2) of the Learning and Skills (Wales) Measure 2009.

⁹ Section 43(3)(b).

¹⁰ <http://www.careerswales.com/year10and11/>.

Annex A

Learner Support Services Directions (Wales) 2011

2011 No.2

Made: 4 February 2011

Coming into force: 1 September 2011

The Welsh Ministers make the following Directions in exercise of the powers conferred by section 40(1) of the Learning and Skills (Wales) Measure 2009¹¹.

Name, commencement and application

1. (1) These Directions are called the Learner Support Services (Wales) Directions 2011 and they come into force on 1 September 2011.
- (2) These Directions apply only to the governing bodies of maintained secondary schools in Wales and the governing bodies of institutions within the further education sector in Wales.

Interpretation

2. In these Directions –

“the Measure” (“*y Mesur*”) means the Learning and Skills (Wales) Measure 2009;

“guidance given by the Welsh Ministers” (“*canllawiau a roddir gan Weinidogion Cymru*”) means guidance given by the Welsh Ministers pursuant to section 40(4)(b) of the Measure in the documents entitled “Learning and Skills (Wales) Measure 2009: Learner support services” and “Learning Pathways 14-19” both available at <http://www.wales.gov.uk>;

“relevant young persons” (“*pobl ifanc berthnasol*”) means:

- (a) so far as these Directions are given to a governing body of a maintained school, those pupils who have attained the age of 14 but who have not attained the age of 19 and who are registered at that school;
- (b) so far as these Directions are given to a governing body of an institution within the further education sector in Wales, those students who have attained the age of 14 but who have not attained the age of 19 and who receive the majority of their education at, or under arrangements made by the governing body of, that institution.

¹¹ 2009 nawm 1.

Directions

3. The Welsh Ministers direct the governing bodies of maintained secondary schools in Wales and the governing bodies of institutions within the further education sector in Wales –

- (a) to provide learner support services to relevant young persons;
- (b) to secure the provision of learner support services to relevant young persons;
- (c) to participate in the provision of learner support services to relevant young persons;
- (d) when providing learner support services, securing the provision of learner support services or participating in the provision of learner support services, to have regard to guidance given by the Welsh Ministers; and
- (e) when making arrangements with other persons for the provision of learner support services, to require those persons to have regard to guidance given by the Welsh Ministers.

Advice and information

4. So far as these Directions relate to the provision of a service in the form of advice or information, any such advice and information to be given to relevant young persons:

- (a) must be presented in an impartial manner;
- (b) must be given by a person who considers that it will promote the best interests of the young person concerned; and
- (c) must not seek to promote, contrary to the young person's best interests, the interests or aspirations of any school, institution or other person.

Signed on behalf of the Welsh Ministers

Date: 4 February 2011

Annex B

Related documents

Learning and Skills (Wales) Measure 2009

http://www.opsi.gov.uk/legislation/wales/mwa2009/mwa_20090001_en_1

Special Educational Needs Code of Practice for Wales 2002

Inclusion and Pupil Support Guidance 2006

One Wales

The Learning Country: Vision into Action

Learning Pathways 14-19 Guidance II

Extending Entitlement: support for 11 to 25 year olds in Wales, Direction and Guidance July 2002

Skills that Work for Wales

Transforming Education and Training Provision in Wales