

# **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)**

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## 1. VISION AND VALUES

We are committed to providing all students with access to an effective careers programme that offers advice, experience and contact with employers to encourage them to aspire, make good choices and understand what they need to do to reach and succeed in their next step. To enable students to develop the skills necessary to become proactive, fully functioning adults able to progress onto further or higher education, training, employment, volunteering opportunities or independent living.

We are committed to supporting students with SEND or who are disadvantaged to raise their aspirations and to make positive, informed decisions about their progression from college.

We are committed to providing our students with meaningful work related learning and work experience as well as opportunities to meet with employers, training providers, colleges and universities through visits and participation at careers fairs and events.

We are committed to challenging stereotypes, questioning biases and supporting a healthy attitude towards those with differing views.

We take a whole team approach to careers education and information, embedding it throughout our curriculum, whilst also providing our students with access to qualified careers advisers for advice and guidance which is student-centred, impartial and confidential.

## 1. LEGAL FRAMEWORK

This policy considers relevant statutory requirements and national guidance in respect of careers guidance. See Appendix A. This policy operates in conjunction with the following policies:

- Complaints Procedures Policy
- Data Protection Policy
- GDPR Policy
- Provider Access Policy Statement
- Records Management Policy
- Safeguarding Policy
- Work Experience Policy

## 2. STUDENT ENTITLEMENT

Every student is entitled to high quality, impartial careers education, information, advice and guidance (CEIAG). We will do this though:

- Provision of a consistent and planned programme of high-quality careers education, impartial information advice and guidance for all prospective and current students as well as ex-students who would like CEIAG support.
- Provision of a termly careers meeting for all students which will reflect their learning journey
- Supporting the needs of those with SEND, who are vulnerable and disadvantaged.
- Supporting our students to identify their skills, qualities and goals, and to encourage independence and raise aspirations
- Opportunities for meaningful work experience for those that are able
- Opportunities to meet with employers, education and training providers and the voluntary sector.
- Supporting students to make informed choices about what they progress onto through personal guidance.
- Ensuring equity of opportunity and equity of access to courses, complying with our legal obligations and good practice in relation to the Equality Act (2010)
- Working with stakeholders and partners to develop our careers provision and keep up to date with local opportunities

### 3. WORK EXPERIENCE

Work experience is one part of the work related curriculum. Work experience will be:

- Available to all students who are ready and able to complete external work experience.
- Aligned with the overall careers programme and Gatsby Benchmarks.
- Relevant and meaningful to students' programme of study and their progress within it.
- Assessed as safe for health, safety, and safeguarding.
- Monitored and supported by the employer engagement and CEIAG team.
- Integrated into the course scheme of learning and to the individual students' study programmes.
- Be supported by appropriate student preparation and induction.
- Subject to standardised paperwork, recording and quality standards within their Careers Portfolio.
- Compliant with funding requirements.

### 4. ROLES AND RESPONSIBILITIES

**4.1 Advisory Board, through the Advisory Board Careers Lead, is responsible for:**

- Ensuring that all students are provided with impartial personal careers guidance from a qualified careers adviser
- Ensuring that students are not discriminated against on any grounds.
- Monitoring complaints regarding this policy as outlined in the Complaints Procedures Policy.
- Providing clear advice and guidance to the Senior Leadership Team on which they can base a strategy for careers education and guidance which meets legal requirements.

#### **4.2 Senior Leadership Team are responsible for:**

- Liaising with the advisory board and Careers Leader to review the careers policy and provision.
- Supporting staff training for careers development.
- Ensuring that arrangements are in place to enable students to meet with employers and education and training providers.

#### **4.3 Careers Leader is responsible for:**

- Developing the careers strategy and policy in conjunction with the Advisory Board and Senior Leadership Team (SLT).
- Working with careers advisers to create a high-quality careers programme which meets the Gatsby Benchmarks.
- Reporting to SLT using the monthly CEIAG report from Databridge to produce a summary of all centre careers activities.
- Liaising with SLT on the development, progress and needs of careers.
- Building networks with the enterprise coordinator, stakeholders, education and training providers, employers, and third-sector staff.
- Overseeing the quality of delivery of the careers programme.
- Managing and supporting the careers team.
- Responsible for overseeing the development of careers resources to ensure they are up to date and reflect the local opportunities for students.
- Publishing a college annual calendar of careers events.
- Setting up employer events, in partnership with the employer engagement team.
- Recording of intended and actual destinations and ensuring tracking is completed for three years after students have completed their course and left college.
- Supporting Careers Advisers and Employment Engagement Officers to develop skills and knowledge through continuous professional development (CPD).
- Observation of careers advisers delivering careers and initial advice and guidance sessions.

- Collecting feedback from students on their experiences of career development.
- Responsibility for maintaining Matrix accreditation.
- Ensuring that careers provision meets the Gatsby Benchmark.

#### **4.4 Careers Advisers are responsible for:**

- Delivering high quality impartial careers information, advice, and guidance (CIAG) to all students, and ex-students seeking support for up to 3 years after completion of their course/s. Providing individual student appointments and facilitating group activities
- Liaising with course tutors to arrange group sessions, eg introduction to careers and careers related workshops.
- Ensuring that all students benefit from careers guidance, including those with low attendance or are attending through online learning.

#### **4.5 Employer Engagement Staff are responsible for:**

- Liaising and networking with local employers to identify work experience and supported internship placements.
- Supporting students to understand the importance of work experience placements and the development of transferable skills.
- Reviewing placements from the student and employer perspective and addressing any issues that arise.

#### **4.6 Teaching staff are responsible for:**

- Ensuring careers education is planned into lessons, activities or visits that can be linked to careers.
- Ensuring students complete relevant activities in their Careers Portfolio following visits, events or careers sessions.
- Liaising with Careers Advisers to set up group sessions, eg, intro to careers and the various careers-related workshops.
- Liaising with Employment Engagement Officers to arrange work experience placements and to be involved in reviewing these.
- Promoting careers guidance in the classroom through posters and class work, eg the Careers Vision Boards.
- Creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop transferable skills that can be applied to the workplace.

#### **4.7 Job Coaches are responsible for:**

- Supporting students in work experience placements and supported internships.

- Supporting those leaving Supported Internships to apply for employment or volunteering. This will include making necessary amendments to their CVs which have already been created with the Careers Advisers.
- Liaising with Employer Engagement Officer and Careers Advisers to support students.

## 5. MONITORING AND REVIEW

The Careers Leader will review this policy every 3 years or when legislation, funding requirements or careers and guidance quality standards change.

## **APPENDIX A - STATUTORY REQUIREMENTS AND EXPECTATIONS**

This policy responds to the requirements and guidance identified within the following nationally published documents:

- *Careers guidance and access for education and training providers*, DfE September 2023
- Education Act, 2011
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- Gatsby Benchmarks - Framework for Careers Guidance
- Matrix quality standard for Information, Advice and Guidance (IAG)
- The Career Development Framework (CDI)
- Ofsted Handbook for Inspectors of Further and Adult Education.