

**Policy:** Careers Education, Information, Advice and Guidance Policy

**Approved by:** Vice Principal, Curriculum and Quality      **Date:** May 2019

**Signature:**

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## 1.0 SCOPE

This policy states the College's commitment to the provision of coherent, impartial and effective information, advice and guidance (IAG) to all learners and prospective learners in line with the Government's Careers Strategy.

## 2.0 POLICY STATEMENT

The College is committed to supporting its learners to identify and complete qualifications that fulfil their potential and meet their individual, personal and professional needs.

The College ensures that the processes of informing, advising and guiding learners is recognised as a key strategic aim of the College and one which is crucial in enabling learners to make informed decisions regarding their futures.

## 3.0 AIMS

The policy aims to support all students to develop the skills and confidence to make considered career decisions and have the opportunities to progress to high quality, sustained positive destinations.

## 4.0 OBJECTIVES

To ensure that opportunities offered to students are mapped effectively to the eight Gatsby Benchmarks by providing information, advice and guidance on the careers programme that:

- Is easily accessible, timely and well defined in an understandable format
- Is delivered by staff who have sufficient training and knowledge
- Provides accessible links to a range of external specialist support agencies
- Ensures IAG meets the diverse needs of our students
- Provides impartial, confidential and needs-focused IAG
- Provides equality of opportunity to IAG
- Is responsive, friendly and linked to curriculum learning

## 5.0 CAREERS EDUCATION

The College is committed to ensuring learners on study programmes receive careers guidance to prepare them for their chosen destination to enable them to make well informed decisions about their future. Careers and IAG is embedded within the curriculum to enable learners to develop employability and independent career management skills alongside enrichment activities, work experience and volunteering opportunities. The College is aligning the careers programme to the National Careers Strategy working towards achieving the Quality Careers Standard by December 2019. We recognised that a successful CEIAG programme is a partnership between the

College learners, HE establishments, employers, training experts and the role of the Careers and Enterprise Hub in facilitating this.

## **6.0 RESPONSIBILITIES**

The College Principal and Executive Team are responsible for meeting Careers legislation in line with policy.

The Director of Student Employment and Experience is responsible for leading, managing and monitoring the Careers programme. The Careers Leader is responsible for ensuring the programme is up-to-date and continuously improved.

The Student Support team and Training Coordinators are responsible for providing impartial support and advice for students to make informed choices about their careers and have responsibility for supporting them to reach their intended destination.

Heads of School and academic staff are responsible for planning and implementing a curriculum which meets the needs of students and employers, offering specialist guidance and mentoring which enables students to maximise their career potential.

## **7.0 DEFINITIONS**

### **7.1 Information**

Information is data conveyed to the students through face to face, individual, group or class intervention, which is verbalised, written or printed through different media including booklets, websites etc

### **7.2 Advice**

Advice involves:

- Supporting learners to understand and interpret the information
- Providing information and answers to questions clarifying any misunderstandings
- Understanding learners' circumstances, abilities and targets
- Advising learners on their options
- Identifying needs and signposting learners who may need more in depth support.

### **7.3 Guidance**

Guidance aims to support learners to:

- Better understand themselves and their needs
- Confront barriers to understanding, learning and progression
- Develop new perspectives and solutions to issues to enable more effective management of their lives and achieve their potential
- To support students to independently research their options

## **8.0 IMPLEMENTATION**

Implementation of the policy is embedded in all aspects of the College and IAG is provided throughout the key stages of the potential and current learners journey. They all receive or are given the opportunity to receive:

- Information on course choice from specialist staff on course linked to their intended destination, needs and preferences
- An individual learning plan that documents their agreed needs

- Pastoral support and guidance on programme to assist retention of learners and timely completion of qualification
- Information on career enhancement and progression to Higher Education (HE) programmes either within the College or external providers
- Regular reviews to assess progress against targets and objectives where IAG is embedded and referral advice given if required.
- Signposting to other agencies who may be able to support learners in achieving their goals or to assist with specific difficulties e.g. welfare/ safeguarding
- Provide access to career assessment software to support career options and routes
- Provide support to enable progression into employment

**8.1 In addition to the above we will make available information relating to:**

- Fees and other financial charges associated with their study
- Financial assistance available to support those in education and training
- Entry criteria, workloads and accreditation
- Personal wellbeing including how to stay safe
- How to make a positive contribution to the local community through social action and volunteering projects.

## **9.0 ASSOCIATED POLICIES**

- Equality, Diversity and Inclusion Policy
- Child Protection and Safeguarding Policy
- Data Protection and Information Security Policy
- Learning and Development Policy
- Tuition Fees policy
- HE Access and Participation Plan
- HE Student Protection Policy
- Admissions Policy

## **10.0 IMPACT ASSESSMENT**

The College will:

- Collect customer feedback about the service
- Use the information received to continually improve the service available.