

## Quality Controlled Document

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

**Approved by: Vice Principal, Curriculum and Quality      Date: February 2023**

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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, meet their individual, personal and professional needs, and ensure positive destinations.

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, dynamic and linked to curriculum intent and linked to curriculum learning
- Offers opportunities to broaden their experiences of the workplace and the local labor market.
- Raises aspirations to higher level study.
- Develop positive career habits and have sufficient access to inspiring progression opportunities.

### 5.0 CAREERS EDUCATION

The college is committed to ensuring that the personal development of learners is a core focus throughout their study, that they have plentiful opportunity and support to develop good career habits for their futures.

A careers focussed curriculum enables learners to develop their employability, work with an extensive range of employers and develop independent career management skills. We recognise that a successful CEIAG programme is a partnership between the learners, parents and families, HE establishments, employers, training providers and the local Careers and Enterprise hub.

The College aligns its careers education to the National Careers Strategy and has achieved the Quality in Careers Standard in December 2019 and February 2022, alongside Matrix accreditation in June 2022, supporting our vision for outstanding careers education at Gloucestershire College.

## **6.0 RESPONSIBILITIES**

The College Principal and Executive Team are responsible for meeting Careers legislation in line with government 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 teams are responsible for providing impartial support and advice for students to make informed choices about their future and have shared responsibility for supporting them to reach their intended destination.

This is underpinned by the curriculum teams as they embed employability skills and support the development of occupational skills, including English and Maths.

Heads of School are responsible for curriculum 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 and positive destinations.

The employability team are responsible for developing links with employers to support learners with access to high quality work placements to enable work ready skills.

## **7.0 DEFINITIONS**

### **7.1 Careers 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 and online guidance.

### **7.2 Advice**

Advice involves:

- Supporting learners to understand and interpret information to apply to their own situation
- Providing information and answers to questions clarifying any misunderstandings
- Understanding learners' circumstances, abilities and targets to support progression
- Advising learners on their full range of options
- Identifying needs and signposting learners for careers guidance if they require more in depth support
- Recommending and signposting to alternative providers where appropriate

### 7.3 Guidance

Guidance is the in depth impartial support provided by qualified careers practitioners and aims to:

- Identify and develop personal skills and qualities
- Confront barriers to understanding, learning and progression
- Explore specific careers paths and future job opportunities
- 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
- To support good career guidance habits and develop independent thinking skills

### 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 prospective 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
- A curriculum that is personalised to the learners intended destination
- 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 support to enable progression into employment, further training or apprenticeships
- Embedded programme of work experience to broaden career horizons and skills

#### 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 and mental health
- How to make a positive contribution to the local community through social action and volunteering projects
- Work related opportunities
- Sufficient access to online training to learn effectively online

### 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 and contribute to future careers research
- Share best practice nationally and locally
- Continually assess and improve practice e.g. Compass tool and self-assessment Reports.
- Achieve or re-accreditation of careers and IAG quality marks e.g. quality and careers standard and matrix
- Careers quality cycle

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Date for review: February 2024