



## **CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY**

### **1. Introduction & Purpose**

For many years there has been a statutory requirement on schools and colleges to deliver good quality Careers Education, Information, Advice and Guidance (CEIAG). The Government introduced a new Careers Strategy in December 2017 to improve careers provision nationally, followed by statutory guidelines for Schools and Colleges published in January 2018. The guidelines were set around the working towards, and achievement of eight Gatsby Benchmarks.

- (1) A stable careers programme
- (2) Learning from career and labour market information
- (3) Addressing the needs of each student
- (4) Linking curriculum learning to careers
- (5) Encounters with employers and employees
- (6) Experiences of workplaces
- (7) Encounters with further and higher education
- (8) Personal guidance

The College recognises our statutory and ethical duty to provide CEIAG services, ensuring this provision is accessible, impartial and of high quality, meeting the wide range of individual student and prospective students' needs.

### **2. Scope**

This policy applies to all students and prospective students; pre-entry, on programme and at exit, including students in our partnership organisations.

### **3. Objectives**

**3.1** The College is committed to providing outstanding, comprehensive, impartial and stable CEIAG services. We work hard to raise aspirations and equip our students with the behaviours, knowledge and skills to become successful career and future planners, who can make informed choices in relation to their learning, work and life goals.

**3.2** CEIAG will promote the following:

- Equal opportunities/challenge stereotypical views and respect confidentiality (within safeguarding parameters)
- Self-awareness, personal development and decision-making
- Raise aspirations
- Career exploration
- Employability and use of Labour Market Information (LMI)
- Experiences with employers/employees (Industrial placements, work experience, trips and visits)

- Awareness of appropriate progression opportunities: Further Education, Higher Education, apprenticeships, employment and other training/self-development opportunities
- 3.3** A Careers and Enterprise Programme has been designed and delivered to meet the needs of students, employers and opportunity providers (e.g. FE/ HE providers).
- 3.4** The Careers and Enterprise Programme can be differentiated and personalised to meet the individual needs of students, ensuring activities are relevant to the level, and different stages of the “learner journey” in terms of development, planning and progression.
- 3.5** Personal Guidance – All students have access to impartial 1:1 guidance with a qualified Careers Adviser trained to Level 6, as well as other experienced Admissions Advisers, Advice and Guidance Officers, Industry Placement Advisers, Personal Tutors, Teachers and Assessors.

#### **4. Entitlement**

- 4.1** All students and prospective students are entitled to access Information, and impartial Advice and Guidance (IAG).
- 4.2** All students enrolled on programmes are entitled to access Careers Education (CE).
- 4.3** To meet Government expectations, all 16-18 year old students (and those aged 19-25 years with an EHC Plan) are provided with the opportunity to access impartial careers guidance delivered by a qualified Level 6 Careers Adviser. 16-18 year old students having at least one guidance interview before the age of 18 (in addition to one at 16 years of age usually delivered in school). Gatsby guidelines indicate that this should be within the first year of study, if the student is on a one-year programme or within with the first or second year, if the student is on a two-year programme.

#### **5. Delivery of CEIAG**

**Please see the attached Careers and Enterprise Programme**

**5.1** CEIAG is delivered by the following internal departments/staff:

- Schools Liaison & Admissions team
- Advice, Careers & Employability team
- Pastoral Support Workers
- Specialist SPTs
- Work Based Learning team
- Industry Placement advisers
- Curriculum staff
- Personal Tutors via tutorial system
- Sub-contractor staff – running College programmes (e.g. PiP)

In the event of another pandemic or other emergency situation, all of the below will still apply but will revert to on-line.

In addition we recognise that external partners also contribute to the delivery of CEIAG through activities within our Careers and Enterprise Programme for example: Career Connect advisers, National Careers Service advisers, Shaping Futures, employer/ employees, training providers, further and higher education providers. We work collaboratively with the Liverpool City Region careers hub and have adopted the COMPASS CEIAG self evaluation tool against the Gatsby Benchmarks.

- 5.2 Staff training/Continued Professional Development (CPD) is given to those involved in the delivery CEIAG to ensure they have the up to date knowledge and skills required to inform and support students and prospective students.
- 5.3 Careers Education and Enterprise activities are both delivered within College and off campus sites.
- 5.4 The CEIAG services promotes equality and diversity, confidentiality and safeguarding. Staff adhere to College policy and procedures in place e.g. work experience health and safety visits, visiting speakers, trips and visits paperwork/risk assessments.
- 5.5 The CEIAG supports students with the UCAS process given students comply with colleges internal deadlines including for applications and clearing.

## **6. Staff responsible for the leadership and delivery of CEIAG**

The College's Governors and Senior Management Team carry overall responsibility for ensuring:

- 6.1 Students have access to good quality CEIAG which enables them to make suitable choices in relation to career and progression planning.
- 6.2 All relevant staff are aware of this policy and the CEIAG programme.
- 6.3 Staff are sufficiently qualified, trained with the appropriate resources to deliver CEIAG services.
- 6.4 Staff have access to appropriate training/CPD opportunities and are members of the Liverpool City Region Careers Hub.
- 6.5 Specialist CEIAG staff advise, share good practice, organise training and offer support to curriculum staff.
- 6.6 Quality Assurance of CEIAG systems are in place to monitor and evaluate CEIAG against the Ofsted inspection framework, Gatsby guidelines and Matrix Standard.  
\*Adhering to policy and procedure in relation to equality and diversity, confidentiality and safeguarding.
- 6.7 Systems are in place to record information in relation to CEIAG and progression destinations to ensure where possible students progress into positive outcomes.
- 6.8 Staff establish and maintain effective working relationships with partner organisations, employers, training providers, higher education providers, local authority and other relevant agencies in relation to pre-entry, on course and progression referrals.

The following members of staff carry a specific responsibility for design and delivery of CEIAG:

- Careers Lead (Senior Management Team) - Leeann Bellfield
- Head of Student Services & Careers Lead - Katie Peacock
- Head of Student Services - Donna Elston
- Advice Careers & Employability Advisor – Suman Sachdev & Colleen Smith

## **7. Quality Assurance, Monitoring & Evaluation**

The College seeks to provide outstanding CEIAG services, we monitor and evaluate our services to ensure that we deliver a high quality service to our students and prospective students. Feedback is collated, monitored and evaluated through the following:

- Ofsted Common Inspection Framework (CIF)/Gatsby guidelines
- Matrix Award – Nationally recognised award for quality IAG services
- Compas
- Colleges Self Assessment Report (SAR) and Quality Improvement Plan (QIP)
- Colleges student retention, achievement and progression statistics
- Student governor, student and parent/carer feedback
- Duty Management surveys
- Student Voice – Student representative meetings/focus groups
- Advice Careers Employability page survey – Solar/student intranet
- Observed guidance interviews /groups sessions
- Feedback questionnaires/Survey Monkey – on services delivered by the School Liaison & Admissions team and ACE team
- Staff Performance and Development Reviews (PDR)
- Employer and student feedback – Industry Placement Booklets (IPB's)
- Feedback from employers and partner organisations

We currently hold the Matrix Award. It is annually reviewed through a CIC (Continuous Improvement Check) to ensure we continue to meet the Matrix standard. This is valid until October 2023.