



**Careers Education  
Information Advice  
and Guidance  
Policy**



## **Career Education, Information, Advice and Guidance**

### **Policy Statement**

#### **Context**

This policy describes the College's careers education, information, advice and guidance provided to applicants and students, pre-entry and on-programme.

The College aims to provide careers education, information, advice and guidance (CEIAG) that is accessible to everyone and provides an appropriate level of impartiality that ensures individuals make the right choices regarding their learning and next steps.

A key College objective is to equip students with the skills and experiences they need to be successful in life and work. The provision of CEIAG underpins this objective and guides the learning programmes students follow, in order to secure their next steps and intended destinations in the short and medium terms.

All students can access CEIAG through a range of opportunities and modes provided by the College and through university, employer, and voluntary sector partnerships. In addition, the College partners with other independent organisations to provide students with access to CEIAG from sources independent of the College.

#### **Scope**

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

- FE White Paper: Skills for Jobs Lifelong learning for Opportunity and Growth (2021)
- Careers Strategy: Making the most of everyone's skills and talents (DfE 2017)
- Careers Guidance and access for education and training providers (Statutory Guidance September 2022)

- Quality Careers Standard
- Matrix quality standard for Information, Advice and Guidance (IAG)
- Education Inspection Framework (Ofsted)
- Gatsby Benchmarks 2018
- Competition and Markets Authority (CMA): UK Higher Education Providers - Advice on Consumer Protection Law
- Office for Students: Securing Student Success: Regulatory Framework for Higher Education in England

As part of the statutory duty, the College's careers education, information advice and guidance focus on, and exceed the Gatsby Benchmarks to ensure the following:

- Students are able to access a stable and relevant careers programme
- Labour market intelligence informs CEIAG content and implementation
- Curriculum content and implantation is closely aligned to careers and jobs
- The needs of each student are fully considered and CEIAG is appropriately personalised
- Students have access to employers and their employees to enhance their learning
- Students are able to experience workplace scenarios
- Partnerships with higher education institutions enable students to make informed choices about their higher-level learning options

### **Key aims and objectives**

The key aims and objectives of the College's CEIAG services are as follows:

- To provide individuals with transparent information regarding CEIAG services and course-based support at induction and at timely intervals throughout the academic year
- To ensure individuals understand the range of career routes open to them and how to access the information they need to make informed choices
- To promote information that is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background in line with Equality Action (2010)

- To provide a clear focus on the development of employability skills as well as experience and qualifications, including opportunities for developing entrepreneurial skills for self-employment
- To work with independent careers organisations to provide external CEIAG to students and to provide input into the national requirement for services measured against the Gatsby Benchmarks
- To enable students to identify their skills, qualities and goals, and to develop a planned progression route
- To provide students with access to knowledge and skills development via the College's Bravura activities in line with their intended destinations (industry masterclasses; on-the-job training, industry placements, internships, supported internships, site visits, UCAS events, university visits, volunteering, subject knowledge extension, English and Maths)

### **College leadership and management responsibilities**

The provision of Careers Education, Information Advice and Guidance across the College requires the following:

- Leaders and managers will maintain an up to date knowledge of the latest official careers education requirements and ensure the College remains fully compliant
- Leaders and managers will maintain an up to date knowledge of the local, regional and national labour market contexts and skills priorities
- Curriculum and student-facing services will maintain effective working links with the College's careers education team and will refer individuals for careers guidance as required
- Careers education, information, advice and guidance activities will reinforce the link between knowledge, skills development, and careers
- Measures of success will be set and evaluated routinely to monitor effectiveness and to ensure continuous improvement

### **Measures of success**

The College will undertake a range of activities to evaluate the impact of its careers education, information, advice and guidance services. Evaluations will clearly

differentiate impact and satisfaction measures and will focus on four key areas set out in the table below.

<b>Aspect</b>	<b>Measure</b>
<b>Reactions</b>	At least 80% of students will provide immediate positive feedback about the CEIAG session they have just participated in
<b>Learning</b>	All students will access at least 2 CEIAG sessions At least 80% of students will demonstrate the acquisition of knowledge and skills through Bravura activities relevant to next steps (Top 6 job-specific priority skills and knowledge)
<b>Behaviours</b>	At least 80% of students will demonstrate the habits and actions required by employers – by attending lessons regularly, submitting coursework timely, meeting College behaviour and performance expectations
<b>Results</b>	At least 90% of students will recognise the value of their learning and skills development and remain on-programme (retention)
	At least 95% of College leavers will achieve a positive destination (within 6 weeks of leaving College)
	At least 90% of students will achieve their first-choice university course
	At least 80% of students will gain employment within their first-choice employment sector (within 12 months of leaving College)

### **Policy review and approval arrangements**

The College's CEIAG policy will be reviewed annually by College leaders and with the support of the Head of Careers Education, taking full account of changes to careers education legislation, the national, regional and local employment contexts, and the College's performance against all key measures of success.

## Appendix A

### Independent CEIAG and Provider Access Statement

As part of the Careers Programme the College will provide students with access to independent and employer-led CEIAG.

Throughout the programme each year there will be at least two encounters for this activity. To discuss these opportunities providers should contact the Careers Leads, as listed on the College's website.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the College. Literature should be addressed to the Head of Careers Education.

Approved by	Date
College Leadership Group	November 2022

