

Careers Education Information, Advice & Guidance Policy

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1. Purpose

The purpose of this policy is to ensure that effective arrangements exist to help individuals apply their knowledge, skills and experience to make well-informed and realistic decisions about their future options. It offers opportunities for reviewing, learning, assessing, setting up new goals and recording achievements in a variety of areas. It also aims to improve retention, destination data and raise aspirations of all students across all levels and subjects of study.

This procedure also ensures that arrangements exist for developing individual's knowledge and understanding of themselves, roles and opportunities in education, training and employment. It allows individuals to develop the skills necessary to access, interpret and use labour market information (LMI), advice and guidance, to be realistic and ambitious about personal capabilities and aspirations, and make informed decisions about future career progression.

2. Scope

This policy applies to all students (inclusive of apprentices), pre-entry, on programme and at exit.

3. Responsibility

Responsibility for this policy within the College lies with the Director of Marketing, Admissions and Employer Engagement.

4. Policy Statement

Warrington & Vale Royal College is committed to providing high quality, impartial information, advice and guidance which helps students plan and manage their progression through their education and their future career. This policy responds to the college's statutory duties, The Educational Inspection Framework (Ofsted), The Gatsby Benchmarks, The Careers Strategy and associated Statutory Guidance.

5. Policy context, statutory requirements and expectations

The College is committed to fulfilling its statutory duties in relation to the legal requirement to provide all college students with guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities.

All 16- to 18-year-olds (and 19- to 25-year-olds with a current EHC Plan) in college must have access to:

- independent and impartial careers guidance
- information on the range of education or training options, including apprenticeships and other vocational pathways

Colleges are also expected to publish information about their careers programme, including the name of their Careers Leader.

Ofsted

Ofsted Inspectors are required to make judgements about careers. Inspectors are legally required to comment on the careers guidance provided to students at college. The education inspection framework (2019) provides clear evidence of what inspectors expect.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801429/Education_inspection_framework.pdf

Gatsby

The DfEs guidance states that colleges should aim to meet the Gatsby Foundation's Benchmarks of "Good Career Guidance" by the end of 2020. For further information: Gatsby Good Career Guidance <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

All students need a planned programme of activities to help them choose pathways that are right for them, support them in being able to manage their life choices and sustain employability throughout their lives.

CEIAG is designed to meet the needs of the learners at this college and those who are considering enrolling here. It is impartial, differentiated and personalised to ensure progression, through activities that are appropriate to the stage of the student in terms of their career, learning, planning and development. Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential.

5.1 The key principles upon which this policy is based are that CEIAG:

- Is personalised, provides opportunities to identify and respond to the needs of the individual, and builds on previous learning and experience
- Is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background
- Is transparent, impartial and provides opportunities for confidentiality
- Is enhanced by strong networks and collaborative approaches involving Learner Services, pastoral teams, curriculum teams and external partners including employers
- Contributes to increasing participation, retention and achievement by raising aspirations, helping students to make informed choices and to develop career management skills that will deliver positive destinations for all students
- Provides comprehensive information and advice.

5.2 Careers education includes:

- Topics linked to progression (such as UCAS) and job search activities (such as interview skills and looking for work).
- Visits to employers and universities, conferences and events related to careers and employability.
- Talks from speakers, such as employers, training providers and student ambassadors

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- A range of activities such as the annual HE Fair, Jobs fair and Parents HE & Student Finance Information Evening
 - Opportunities for independent research using credible and impartial online resources. i.e. LMI, job profiles, progression options including apprenticeships.

5.3 Careers information, advice and guidance include:

- Pre-entry course information and advice on post 16 pathways
- On course and progression information, advice and guidance
- Exit guidance to ensure positive destinations
- Apprentices progression planning.

6. Student Entitlement

- All students are entitled to high quality career education and guidance as part of their overall education which allows them to develop themselves through careers, employability and enterprise education, learn about careers and the world of work and develop career management and employability skills
- All students and prospective students are entitled to accurate course information and advice on progression routes. The Careers teams provide impartial information, advice and guidance to assist with course choice, career planning and transition into college
- At induction all students are entitled to receive information about Learner Services, support services and course-based support
- Students and prospective students can access impartial, up to date information on courses, careers, funding and personal issues through Learner Services
- All learners are entitled to progression information and assistance with progression choices from Progress Coaches, Senior Tutors, Subject Tutors or Careers services teams
- All students have access to a stable careers education programme
- All students have access to professionally qualified guidance staff.

7. Roles and Responsibilities

7.1 Students

- To be actively involved in and take ownership of their progression planning and career development
- To attend punctually all planned tutorial, careers education and guidance activities including 1:1 guidance interviews.
- To complete Career Action Plan supported by Progress Coaches
- To complete any smart targets set by the careers staff

- To work co-operatively with staff and fellow students, respecting the views of others and the principles of equality and diversity.

7.2 College Management Team is responsible for ensuring that:

- The Careers Programme has support from Governors and Senior Leaders
- Relevant staff are aware of this policy and procedure
- There are sufficient qualified, experienced staff and up to date resources
- All staff have access to training, support and resources which are appropriate to their role
- A strategic Marketing and Admissions Plan which supports the wider CEIAG agenda.

7.3 Specialist CEIAG staff are responsible for:

- Providing training for the college on; UCAS procedures, UCAS reference writing, HE finance update and other topics on request
- Linking with a curriculum area to plan and develop tailored careers education activities for students
- Making lesson plans and resources available for curriculum staff to use themselves.

7.4 Curriculum staff contribute to CEIAG through their roles as Progress Coaches, Senior Tutors and Subject Tutors, and are responsible for:

- Providing sufficient course information and advice to enable prospective students to make suitable choices pre-entry and during induction activities
- Ensuring that they are aware of specialist services, maintaining effective working links and making referrals for pre-entry, on course and progression careers guidance when required
- Ensuring that students are aware of specialist services, tutorial and course-based support
- Providing information related to all progression options (FE, HE, employment, self-employment and Apprenticeships)
- Ensuring curriculum demonstrates clear intent and plans are career led
- Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their students' needs
- Monitoring and recording all progressions and destinations (intended and actual) for students to ensure they progress to a positive outcome
- Promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by students.

8. Management & Delivery

Students and potential students who require an impartial and confidential careers guidance interview can self-refer or be referred by any member of staff at the college at any point in their student journey.

The specialist Careers team provide individual, confidential interviews with qualified and experienced advisers by request. All students and applicants are offered a 60-minute appointment or they can drop in for shorter queries. At certain times of the year, extra facilities may be offered, such as UCAS workshop sessions or budgeting sessions these are planned on the Careers Activity Calendar.

Follow up appointments will also be offered where appropriate.

A potential student may benefit from careers guidance, for example, if they

- are uncertain of course choice
- have the minimum grades for the course chosen
- have a poor rationale for their course choice
- have previously attempted to study the course
- have non-existent or unrealistic career plans
- have low confidence about previous studies

On course students may benefit from careers guidance, for example, if they

- need help with planning their career path
- are considering leaving the College before their course ends
- are coming towards the end of their course /apprenticeship
- need help with applying to university or to another college
- would like help with job search activities

Up to date information and advice is offered on learning opportunities and career choices. All students and prospective students can also independently access the College careers library based in the Learning Resource Centre.

Learners are offered a clear written summary of information, advice and guidance to help them know what their next steps are as agreed in the interview. They may be given other written information, or advised to obtain relevant information, as appropriate. This will be recorded and shared with other appropriate College teams on ProMonitor and where appropriate targets set.

Clients may be referred to other specialist advice, either within the college or with external agencies.

Progress Coaches and Subject Tutors will offer information and advice during a one to one tutorial or as part of embedded subject delivery, for instance employability, progression, Apprenticeships or Higher Education (UCAS). They will also make referrals to the Careers Team where specialist advice or guidance are required for careers outside of their curriculum subject.

The service has robust quality assurance systems and is evaluated by:

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- Regular reviews of the delivery of CEIAG against the national guidance inc Gatsby benchmarks
 - Conducting regular internal reviews of the quality of CEIAG through observations, Ofsted judgements, student surveys and other feedback mechanisms
 - Ensuring that the elements of the Matrix standard are being adhered to
 - Contributing to the college self-assessment processes.

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, the college will review the staff development plan and commit to meeting staff needs within a reasonable period of time. The college will offer Continuous Professional Development for staff in relation to careers development skills.

9. Monitoring and Evaluation

The College will quality assure the activities detailed within this policy by monitoring and accurate record keeping, tracking referral rates by curriculum area, recording career activities throughout the Careers Programme and reviewing and monitoring of college KPIs. Evaluation will take place with the completion of Compass reviews, observation of 1:1's and group tutorials and feedback from stakeholders.

External scrutiny will be encouraged through assessments such as the Matrix accreditation, Ofsted and Compass reviews. The College aspires to achieve the Quality in Careers accreditation. The Career Programme will be evaluated every 3 years in line with the Gatsby Benchmarks.

This policy is held on the college intranet under Policies and Procedures. It can be made available in large print, Braille and other languages upon request.