

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

# Career Education, Information, Advice and Guidance Policy

## Purpose

West Herts College Group (WHCG) aims to ensure that impartial careers education, information, advice and guidance (CEIAG), is accessible to all students.

Careers education information, advice, and guidance (CEIAG) systems support people to gain the skills and experiences required to be successful in life and work. CEIAG at all times remains mindful of the wider factors impacting on people's aspirations, work readiness and ability to engage with education and training.

All members of the College community are entitled to receive a high-quality service designed to meet their individual needs. To achieve this, the College is committed to providing a programme of careers education, information, advice and guidance ensuring applicants and students are placed and supported on appropriate courses from application through to accreditation and on to their future destinations.

All students will be able to access careers education and guidance activities appropriate to their needs, delivered through both College Led and Employer Led activities eg, college events, employer visits, external speakers. In addition, the College will work with Independent Careers organisations to ensure all students are able to access impartial careers education, information, advice and guidance

## Scope

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

- Careers Strategy: Making the most of everyone's skills and talents (DfE 2017)
- Careers Guidance and access for education and training providers (Statutory Guidance January 2018)
- Careers Guidance – guidance for further education and sixth from colleges (February 2018)
- Quality Careers Standard
- Matrix quality standard for Information, Advice and Guidance (IAG)
- Education Inspection Framework (Ofsted)

This policy relates to the College's approach to careers education for existing students, potential students, their parents/carers, employers and staff or stakeholders involved in the delivery of careers guidance, information, advice, guidance and employability work.

The College's approach to careers education, information advice and guidance will focus on the Gatsby Benchmarks. The eight Benchmarks are

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

## **Aims**

The Aims of the College's CEIAG policy are as follows:

- To provide a stable and planned programme of high-quality careers education, impartial information advice and guidance for all prospective and current students as well as the wider community
- To show a commitment to our community, widening participation and promoting greater inclusivity
- To support people to make the appropriate course choices leading them to their chosen career whilst ensuring they understand the wider employability skills they will acquire
- To inform applicants about their potential career destinations and the opportunities available to them when completing courses, including further study and work
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- To provide equality of opportunity and ensure equality of access to courses and comply with the College's legal obligations and good practice in relation to the Equality Act (2010)
- To work with independent careers organisations in order to access external support for the College and to provide input into the national requirement for services to be measured against the Gatsby Benchmarks
- To help students identify their skills, qualities and goals, encourage independence and raise aspirations

## **Responsibilities**

### **Careers Leads**

The College's Careers Leads are:

Group Head of Employability

Careers and Progression Coordinator

The Careers leads will contribute to the delivery of this policy through

- Management of operational delivery of the CEIAG programme and of qualified careers staff
- Ensuring the appropriate range of CEIAG activities are provided for students to engage with
- Working with the curriculum team, employers and external providers to coordinate the development of the careers programme

### **Senior Managers**

The College's senior managers will contribute to the delivery of this policy through:

- Working with the GAP team to link teaching to careers and contributing to the development of a stable careers programme
- Ensuring curriculum planning and development is informed by labour market intelligence and that students have an understanding of their chosen career path
- Embed careers learning within the study programme
- Enable students to access all aspects of the careers programme, including work placements

### **Student Support Services**

The College's student support services, including Student Support, Additional Learning Support, GAP and Admissions and Marketing teams will contribute to the delivery of this policy through:

- Assisting students through the application and admissions process, promoting progression, inclusivity and raising aspirations

- Identifying where students may need additional support in relation to planning their future learning or accessing further CEIAG
- Working with relevant partners, internally and externally, to ensure material used with students is relevant and up to date
- Ensuring promotional material includes CEIAG focused information where appropriate
- Ensuring course information contains links to independent advice and guidance
- Informing students, parent/carers and potential students of opportunities for College-led, employer-led and independent advice and guidance

## **Our Commitment from Application through to Destination**

The College follows a distributed CEIAG model, with a consistent focus on next steps and guidance embedded throughout the study programme, admissions cycle and available externally.

### **During the Application Process**

- Impartial CEIAG provided by fully qualified Careers professionals, to include Apprenticeships; occupational and vocational courses; English and Math's; work skills and on-the-job-training;
- Fair selection criteria based on published course entry requirements including any relevant assessments
- Support for applicants to identify and resolve all barriers to learning
- Assessments to identify learning needs including any need for additional learning support
- Referrals to alternative provision where appropriate

### **During Enrolment and Induction**

- Support for applicants to identify and resolve all barriers to learning
- Opportunities to access independent careers organisations
- Develop an individual learning plan with clear targets to support timely progress and achievement
- Provide details of all learning and support resources available to students

### **During the Course**

- Provide a Programme of Study which supports progression through relevant qualifications, English and Maths and on-the-job training
- Monitor students 'progress and attainment against agreed targets to identify individuals' skills gaps
- Offer meaningful experiences of work and on-the-job training to support the development of these essential skills
- Assist students to identify and resolve all barriers to learning
- Provide regular feedback on performance
- Help students to clarify progression opportunities and career goals by providing a wide range of College-led, Employer-led careers education and information, advice and guidance activities

- Enable all students to access opportunities and activities led by independent careers education organisations
- Review intended destinations routinely and review and amend learning plans to achieve revised goals related to a students preferred career path

### **On Completion of the Course**

- Support students to access appropriate progression and job opportunities in line with intended destinations
- Support students to reach their chosen destination via the most appropriate route
- Access to ongoing IAG support in the case of early departure from programme

### **Evaluation**

The operation of the CEIAG policy will be reviewed annually by the Careers Leads and Senior Managers taking into account key factors such as engagement, participation, progression and destinations.

### **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 a number of opportunities 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's Learning Resource Centres. Literature should be addressed to the Head of Learning Resource Centres.

## Appendix B

	August	September	October	November	December	January	February	March	April	May	June	July
<b>Admissions</b>												
Open events				○				○			○	
School visits			○	○		○	○	○				
Course Introduction Meetings					○	○	○	○	○	○	○	○
Parent IAG & Tours	○											○
Enrolment IAG	○	○	○									
<b>GAP (General CEIAG + Employability)</b>												
GAP Induction		○										
Study Skills Induction		○										
Independent IAG			○	○			○	○				
Masterclasses / Industry Insights			○	○	○	○	○	○	○	○		
Employer Talks			○	○	○	○	○	○	○	○		
Work Experience, Industry Placements & On-The-Job Training			○	○	○	○	○	○	○	○	○	
Employability Sessions (CV Writing, Personal Branding, Careers Planning, Interview Skills etc)		○	○	○	○	○	○	○	○	○	○	○
Part-time Vacancies Advertised		○	○	○	○	○	○	○	○	○	○	○
UCAS support (Personal statements/Applications)			○	○	○	○	○	○	○	○	○	○
Student Finance Talk				○				○				
Clearing Support	○	○										
<b>Progression</b>												
Intended Destination and Career Pathway Support		○	○									
Parent Engagement Evenings				○								
Next Steps Evenings								○				
1:1 Apprenticeship IAG Sessions							○	○	○	○	○	
Internal Progression TPA								○	○			

If you would like an advice or further information regarding this policy and its content, please contact the College on 01923 812148

Date of Issue	Authorised by
September 2020	CLG

**Contact us**

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