

# Careers Education, Information, Advice and Guidance Policy

**Policy prepared by:** Andrew Farthing

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# Careers Education, Information, Advice and Guidance Policy

## 1. Policy Statement

Sandwell College is committed to providing high quality, careers information, advice and guidance, which helps learners plan and manage their progression through learning and work. This policy responds to the college's duties, Advice and Guidance (IAG) quality standards, and the Common Inspection Framework (Ofsted).

The provision of careers education, information, advice and guidance (CEIAG) at Sandwell College follows recently published guidance "Careers guidance: Guidance for further education colleges and sixth form colleges" (DfE February 2018) which incorporates activities delivered under the eight Gatsby Benchmarks<sup>(1)</sup>.

The delivery of CEIAG also underpins the achievement of the College Strategic Objectives:

This policy supports the following strategic objectives:

- To provide our students with the highest quality education and training and an experience to match
- To provide a robust education and skills offer for Sandwell and beyond
- To achieve external recognition for the quality of teaching, learning and outcomes for learners
- To foster a culture of respect, equality and safety for all

## 2. Entitlement Statement

All Sandwell College learners are entitled to CEIAG which meets professional standards of practice and which is person centred, impartial and confidential. It will be integrated into learners' experience of the whole curriculum and be based on a partnership with learners, and where applicable, with their parents and carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity

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### 3. Policy context

3.1 All learners need a planned programme of activities to help them choose pathways that are right for them and to be able to manage their life choices and sustain employability throughout their lives.

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

3.3 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 Student Services, curriculum teams and external partners;
- Contributes to increasing participation, retention and achievement by raising aspirations, helping students to make informed choices and to develop career management skills.
- Provides comprehensive information and advice

3.4 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
- Talks from speakers, such as employers, training providers and student ambassadors
- A range of activities supported such as the annual HE/ Careers Fair

3.5 Careers information, advice and guidance include:

- Pre-entry course information and advice on post 16 pathways
- On course and progression information, advice and guidance
- Individual advice, guidance and support with areas including HE choices, UCAS applications, finding jobs, apprenticeships and other opportunities, CV's and application forms, student finance.

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- 3.6** Careers resources include:
- Careers software which is available to all students, parents/carers and tutors to support raising self-awareness, career exploration, career planning and goal setting, understanding careers and labour market information (LMI).
  - Books and other reference materials are available in student and career hubs
  - Dedicated areas on the Virtual College

## **4. Roles and Responsibilities**

### **4.1 Learners**

- To be actively involved in and take ownership of their progression planning and career development;
- To attend punctually all planned tutorials, careers education and guidance activities;
- To work co-operatively with staff and fellow learners, respecting the views of others and the principles of equality and diversity.

### **4.2 College Management Team is responsible for ensuring that:**

- Relevant staff are aware of this policy;
- 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.

### **4.3 The member of staff responsible for the management of CEIAG is responsible for:**

- Managing CEIAG activities which are planned, developed and delivered by professions from within and external to the college
- Ensuring that careers information resources are up to date and relevant.
- Planning and delivery of small and large scale career events in the college and externally.

### **4.4 Specialist CEIAG staff responsible for:**

- Providing training for the college staff UCAS procedures, UCAS reference writing and other topics on request.
- Linking with curriculum areas to plan and develop suitable careers education activities for learners.
- Delivery of 1:1 CEIAG sessions for learners and potential learners.
- Delivery of CEIAG topics through tutorials to groups of learners.
- Managing the UCAS process for all staff and learners

### **4.5 Curriculum staff work with support staff through their roles as Progress and Subject tutors, and are responsible for:**

- Providing sufficient course information and advice to enable prospective learners to make suitable choices pre-entry and during induction activities;

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- 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 learners are aware of specialist services, tutorial and course based support;
- Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their learners' needs.
- Promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by learners.

#### **4.6 Work Experience staff are responsible for:**

- Linking with curriculum areas to provide full time 16-18 learners with support and guidance to ensure quality work experience is provided and it is relevant to their programme of study.
- Tutorial visits to curriculum areas explaining procedures and the learners' responsibilities.
- Providing a safe environment for learners on placements through checks on insurance details and site visits for high risk areas.
- Regular monitoring of the progress each team is making and producing reports.

## **5. Procedure**

- 5.1** Learners and potential learners 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 learner journey.
- 5.2** Independent careers advice is offered to selected students through a Connexions Personal Adviser
- 5.3** The specialist teams provide individual, confidential interviews with qualified and experienced advisers by request or at drop in sessions.
- 5.4** A potential learner may benefit from careers guidance, for example, if they
- are uncertain of course choice
  - do not 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
- 5.5** On course learners may benefit from careers guidance, for example, if they
- need help with planning their career path

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

**5.6** Relevant and up to date information and advice is offered on learning opportunities and career choices. All learners and prospective learners can also independently access the College careers resources within the dedicated Student and Career Hubs at times as advertised. They can also access the CEIAG resources available on the College VLE and use careers related software.

**5.7** Learners are offered a clear written summary of 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.

**5.8** Learners may be referred to other specialist advice, either within the college such as the Welfare Service or with external agencies e.g. Jobcentre+.

**5.9** College staff receive information about the careers guidance service during their initial induction and via the IAG Handbook. Staff can contact the team at any time for advice on referring learners. Information about the service, including opening hours can be obtained from the Careers Hub.

**5.10** Parents are informed about CEIAG support through information on the College website and the Parents'/Carers' Handbook. Parents can also access information and advice through Open Days/Evenings, during enrolment and can attend appointment with Careers Advisers.

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

- Regular reviews of the delivery of CEIAG against standards
- 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, CEIAG Quality Award (Prospects) and the Quality in Careers Standard are being adhered to
- Contributing to the college self assessment processes.

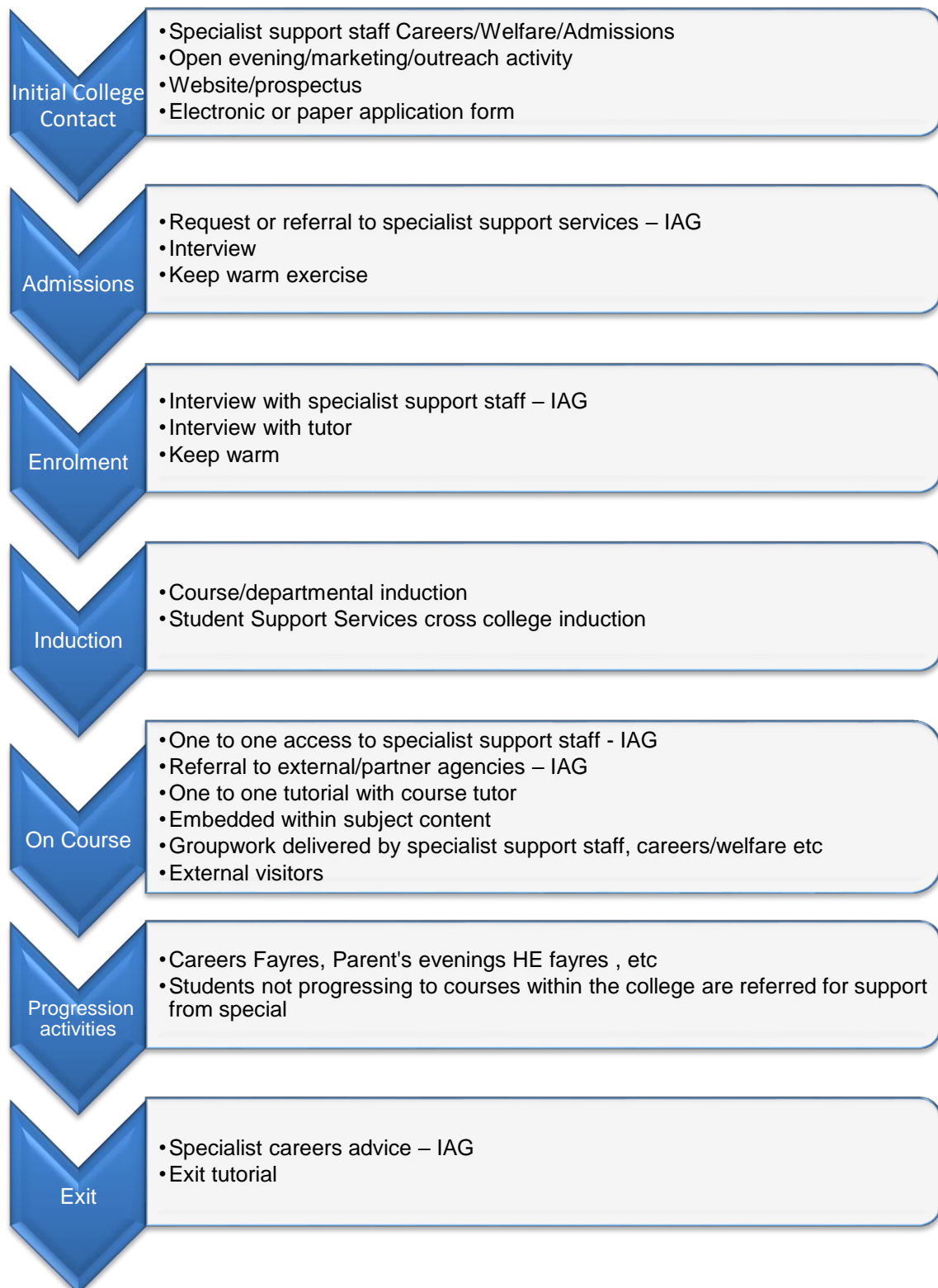
## **6. Location and Access to the policy**

This policy is held on the college VLE under Student Support and on Teaming. A copy of the policy is publically available via the college website.

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