

## CUR09 - Careers Education, Information, Advice and Guidance Policy

<b>Policy Author:</b>	Head of Student Services	<b>Policy Owner:</b>	Vice Principal
<b>Approval Date:</b>	September 2023	<b>Review Date:</b>	July 2025
<b>Purpose of the Policy</b>  The policy aims to support all students to develop the skills and confidence to make considered career decisions and have the opportunities to progress to high quality and sustained positive destinations.			

## Contents

	<b>Page</b>
1 Policy Statement	3
2 Policy Objectives	3
3 Careers Education	3
4 Policy	3
5 Responsibility	4

## **1. Policy Statement**

- 1.1.** The College is committed to supporting its students to identify and complete qualifications that fulfil their potential and meet their individual, personal and professional needs.
- 1.2.** The College ensures that the processes of informing, advising and guiding students is recognised with the curriculum strategic priority, as part of the College strategic plan and one which is crucial in enabling all students to make informed decisions regarding their future.

## **2. Policy Objectives**

To ensure that opportunities offered to students are effectively mapped and meet the 8 Gatsby Benchmarks by providing information, advice and guidance on the careers programme that:

- 2.1.** Is easily accessible, timely and well defined in an understandable format.
- 2.2.** Is easily delivered by staff who have sufficient training and knowledge.
- 2.3.** Provides accessible links to a broad range of external specialist knowledge through support agencies.
- 2.4.** Ensures Information Advice & Guidance (IAG) meets the diverse needs of all our students.
- 2.5.** Provides impartial, confidential and needs focused IAG.
- 2.6.** Provides equality of opportunity to access IAG.
- 2.7.** Is responsive, friendly and linked to curriculum learning.

## **3. Careers Education**

The College is committed to ensuring that students receive timely careers guidance to enable them to make well-informed decisions about their future. Careers and IAG is embedded within the curriculum to support students to develop employability and independent career management skills, alongside enrichment activities, work experience and volunteering opportunities. We acknowledge that a successful CEIAG programme is a joint partnership between students, HE providers, employers, apprenticeship and training experts, plus the Careers and Enterprise Company link.

## **4. Policy**

- 4.1.** Information on course choice from subject specialist staff linked to their intended destination, needs and preferences.
- 4.2.** An individual learning plan that documents their agreed needs.

- 4.3. Pastoral support and guidance on programme to assist retention of students and timely completion of their qualification.
- 4.4. Information on career enhancement and progression to Higher Education (HE) programmes either within the College or external providers.
- 4.5. Information, advice and guidance supporting progression in to apprenticeships either within the College or external providers.
- 4.6. Regular reviews to assess progress against targets and objectives where IAG is embedded and referral advice given, if required.
- 4.7. Signposting to other agencies who may be able to support students in achieving their goals or to assist with specific difficulties such as safeguarding or welfare.
- 4.8. Provide access to career assessment software to support career options and routes.
- 4.9. Provide support to enable progression into employment.

## **5. Responsibility**

- 5.1. The Principal, Senior Leadership Team, and Governors are responsible for meeting careers legislation in line with policy.
- 5.2. The Vice Principal is responsible for leading, managing and monitoring the careers programme. The Careers Leader is responsible for ensuring the programme is current and continuously improved.
- 5.3. Student Services - the Information, Advice and Guidance Team, are responsible for providing impartial support and advice for students under 19 and The National Careers Service providing the same for adults, to make informed choices about their careers and have responsibility for supporting them to reach their intended destination.
- 5.4. Heads of Curriculum and delivery teams are responsible for planning and implementing a curriculum which meets the needs of students and employers, offering specialist vocational guidance and mentoring to enable students to maximise their career potential.

<b>Definitions:</b>	<p><b>Information</b> – Information is data conveyed to the students through face to face, individual, group or class intervention, which is verbalised, written or printed through a range of different media</p> <p><b>Advice</b> – Advice involves:</p> <ul style="list-style-type: none"> <li>• Supporting students to understand and interpret the information</li> <li>• Providing information and answers to questions clarifying any misunderstandings</li> <li>• Understanding students' circumstances, abilities and goals</li> <li>• Advising students on their options</li> <li>• Identifying needs and signposting those who may need more in-depth support</li> </ul> <p><b>Guidance</b> – Guidance aims to support students to:</p> <ul style="list-style-type: none"> <li>• Better understand themselves and their needs</li> <li>• Challenge barriers to understanding, learning and progression</li> <li>• Develop new perspectives and solutions to issues to empower more effective management of their lives and achieve their potential</li> <li>• Enable them to independently research their options</li> </ul>	<b>Who Needs to Know?</b>	<ul style="list-style-type: none"> <li>• All College staff</li> <li>• Parents</li> <li>• Students</li> <li>• Visitors to the College</li> <li>• College Stakeholders</li> </ul>
<b>Related Policies and Procedures:</b>	<ul style="list-style-type: none"> <li>• Admission and Progression Policy</li> <li>• Safeguarding and Child Protection Policy</li> <li>• Fees Policy</li> <li>• Single Equality Scheme</li> <li>• Tutorial Policy</li> <li>• HE Student Protection Plan</li> </ul>	<b>Approval Date:</b>	September 2023
<p><b>This policy was approved and adopted by:</b></p> <p><i>Julia Howe</i></p> <p><b>Julia Howe Principal &amp; CEO</b></p>			