

## Careers Education, Information, Advice & Guidance Policy

<b>Policy Reference</b>	CUR-01		
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## Document Control

<b>Owner</b>	Careers Education & Guidance Lead
<b>Audience</b>	Internal College Staff Only
<b>Confidentiality</b>	Low

## Version Control

Version	Description/Changes	By	Date
1.0	Initial release	DSS	8 Sept 2022
2.0	Review		Nov 2023
3.0	Update by Career Lead	KK	Feb 2024

## Approval

Approved By	Meeting Date	Next Review
Senior Leadership Team	20 September 2022	20 September 2024

## Related Policies and Documents

Ref.	Policy
	Work Experience policy
	Admissions Policy
	Equality Policy
	Safeguarding Policy
	Health & Safety Policy
	Data Protection Policy (GDPR)

## Equality Impact Assessment

Equality Impact Assessment
<b>No change required</b> - The assessment is that the policy is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review

# Careers Education, Information, Advice & Guidance Policy

## Policy Statement

### Aim

1. Moulton College is a successful, supportive and friendly college, providing high quality education and enabling success for students, staff and the community through the college's mission statement, '*providing high quality education and skills development, leading to talented, committed industry focused and career ready students*'.
2. The College is committed to providing Information, advice and guidance from a team of professionally qualified advisors from Level 4 to Level 6 to all students prior to enrolment, on entry to college, during student's progression throughout their college journey and in relation to progression from college. Careers advice and guidance will:
  - Be informative, clear and impartial.
  - Be readily available to all students as and when necessary.
  - Differentiate to meet the needs of the individual, be progressive and build on prior experience.
  - Enable the student to acquire the skills and knowledge they need to make informed choices and decisions about the future.
  - Give maximum opportunity for realistic progression.
  - Help students to appreciate and understand the relevance of their studies to career and other opportunities.

### Elements of Career Education, Information, Advice and Guidance

3. The Careers Programme is mapped against the Gatsby Benchmarks for CEIAG (see [www.goodcareerguidance.org.uk](http://www.goodcareerguidance.org.uk) for further information), with the policy written in accordance with the DfE guidance:
  - Careers Guidance and access for education and training providers; (September 2022)
  - 'Careers Strategy – making the most if everyone's skills and talents; (December 2017)
  - Good Career Guidance; Gatsby Benchmarks (2018)
4. The Gatsby Benchmarks are:
  1. A stable career's programme.
  2. Learning from careers and labour market information
  3. Addressing the needs of each student
  4. Linking curriculum learning to careers
  5. Encounters with employers and employees
  6. Experience of workplaces
  7. Encounters with further and higher education
  8. Personal guidance

5. Careers information supports the delivery of CEIAG by providing access to a range of up-to-date information in a variety of formats:
  - Resources to support the delivery of career learning.
  - An open access careers library, with up-to-date resources
  - A virtual careers library available on the college Moodle page
  - Access to a range of diagnostic software

## **Implementation**

6. CEIAG is the responsibility of the Student Experience Manager, the Careers Lead, the Careers team, the Personal Development Tutors and the teaching staff.
7. To meet the requirements of the Ofsted Education Inspection Framework and the outcomes for the learners, we will:
  - Deliver a cross-college career education framework via tutorials, the curriculum or the enhancement programme as appropriate.
  - Ensure tutors are central to the delivery of career education.
  - Work with the College Personal Development Tutors to support students in a variety of ways in order to meet individual needs.
8. The Careers Education and Guidance Lead and Student Experience Manager will disseminate good practice in CEIAG and ensure that Personal Development Tutors understand the concepts involved. This is complemented by cross College training for Personal Development Tutors which meets the need for:
  - Knowledge information
  - Organisation and management
  - Skills and techniques
9. And includes:
  - 1:1 guidance skills training and information
  - Planning and delivering careers education
  - Use of careers resources
  - Supporting students through the UCAS application process
10. The Careers Education and Guidance Lead is responsible for managing the careers programme throughout the college; working under the lead of the Student Experience Manager and Director of Student Services who has strategic responsibility for careers and employability.
11. The Careers Education and Guidance Lead will oversee the Careers Information and Advice Advisors to:
  - Develop the career education framework as part of the tutorial and enhancement programme.
  - Support tutors in planning/developing and delivery of careers education.
  - Provide individual and impartial careers advice and guidance.
  - Deliver group sessions and workshops on career related topics.

- Develop/advise on resources to support career learning.
- Provide staff development for Personal Development Tutors and curriculum staff.
- Ensure CEIAG is available at times and locations which maximise take up and support widening participation.
- Co-ordinate and manage the whole College UCAS application process.
- Source suitable vacancies and opportunities and advertise these to students and Personal Development Tutors through noticeboards and social media.
- Work with local and national employers, professional bodies and to engage with student groups across college.
- Ensure that up to date Labour Market Information is available to all students in a variety of accessible formats.
- Ensure data is collected in the appropriate format to allow for accurate reporting.

12. The Corporation Board will contribute towards the delivery of this policy through:

- Overseeing the statutory duties of the College regarding the provision of impartial careers guidance, ensuring that information on the full range of education and training options is offered to all students.
- A link governor who will meet regularly with the Student Experience Manager, College Career Lead, the Enterprise Advisor and the Enterprise Coordinator to ensure there is a coordinated and coherent approach to implementing the Gatsby Benchmarks across the College. A role description details the specifics of the role. (Careers Education, A guide for college governors, July 2021)

## **Evaluation and Quality Assurance**

13. CEIAG is evaluated annually as part of the College's self-assessment process.

14. The service operates in line with the Matrix quality standard and the Career Development Institute Code of Ethics for CEIAG, it is subject to three yearly assessment and annual improvement checks against the Matrix Standard.

15. Client and student-based feedback questionnaires are used for a representative sample of individual interviews and groups sessions.

16. The College uses the Gatsby Benchmarks and Compass online self-evaluation tool to assess, develop and improve the cross-college career provision. This is undertaken termly.

17. The College uses the Careers Development Institute's (CDI) Code of Ethics within all career interventions, particularly where a CIAG is taking place. This is to ensure that, accessibility, accountability, autonomy, competence, continuous professional development, duty of care to clients, equality, impartiality, transparency and trustworthiness is adhered to.

18. The operation of the CEIAG policy within Moulton College will be reviewed by the Careers Lead and the Careers Education and Guidance Team at the end of each academic year, with a report completed and presented to the Senior Leadership Team.

19. Further information in relation to the effectiveness of the College's CEIAG will be collected from:

- Student destinations
- Audits
- Student Focus groups
- Assurance that all students have received CEIAG from Level 4 and/or 6 Careers Advisors
- Quantification of interventions

## Appendix A

Component Parts:	Purpose:	Staff responsible	
A comprehensive and varied careers programme, reviewed. & updated annually (Gatsby 1)	To provide a clear outline about the careers service and annual activities that can be accessed by students, parents, staff and externals via the college website.	Careers Lead	Monthly
Individual guidance prior to entry to College (Gatsby 3, 8)	To ensure that students choose the right career pathway for them to meet their individual needs. To help them realistically choose the right subject to meet those needs.	Careers Lead Careers Advisors Level 4 + Level 6 trained Course Tutors	Throughout the academic year, during Open Events/Interviews and CAIG's
Personal guidance whilst at college (also available immediately after leaving college when needed) (Gatsby 3, 8)	To enable students to plan their career/progression after college. To give specific guidance as to the pathways available.	Personal Development Tutors Course Tutors Career Advisors Level 4 + Level 6 trained. Career Lead	From August – monthly thereafter.
Work Experience (Inc. volunteering and placements. (Gatsby 5, 6)	To help students gain insight into the world of work and to contribute to their decision making regarding future careers.	Course Tutors Work Experience Co-ordinators	Monthly
Careers & HE Events/Visits (Gatsby 2, 4, 7)	To increase student awareness of opportunities available in HE, employment and apprenticeships. To broaden horizons and inspire students to think about life beyond college. To get current information about the labour market direct from employers. To link subject content to the world of work.	Course Managers/tutors Careers Lead Careers Advisors Level 4 + level 6 trained	Throughout the academic year – big focus during March in line with National Careers Week
Talks from external speakers (Gatsby 2, 4, 5, 7)	Information giving sessions about careers & progression (including HE, employment, apprenticeship & gap year). This also includes links with stakeholders who offer a broad range of careers and HE related support for students.	Course Managers/tutors Careers Lead Careers Advisors Level 4 + Level 6 trained	Throughout the academic year.
Careers Resources (Gatsby 2, 8)	To allow students to access information as and when needed. A range of printed materials and literature available in the career's hub and library. Online information available through online links for easy access to all learners across all college sites.	Careers Lead Careers Advisors Level 4 + Level 6 trained	Throughout the academic year
Drop in and pre-booked CIAG/ tutorial (Gatsby 3,8)	To enable students to acquire the skills and knowledge they need to make informed choices and decisions for the future. Advising on HE, employment and apprenticeships. The tutorial programme particularly supports students with UCAS applications. CIAG to take place on a range of platforms including Teams, phone and face -to- face to ensure access to careers CIAG for all students to support with easy accessibility.	Careers Lead Careers Advisors Level 4 + Level 6 trained	Throughout the academic year.
Reviews & contact	Regular contact with Personal Development Tutors to monitor progression, attendance and	Personal Development Tutors	Monthly

With Personal Development Tutor's (Gatsby 3, 8)	barriers to learning and progression through regular pastoral tutorial sessions. Referrals to Career Advisors and other specialist services when needed.	Careers Lead Careers Advisors Level 4 + Level 6 trained	
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