

## Calderdale College Careers Education, Information Advice and Guidance (CEIAG) Policy

Valid from: September 2016 until August 2018

- Aims:
- 1 To ensure students and visitors of Calderdale College have access to high quality impartial CEIAG throughout their learning journey to enable them to make informed and accurate decisions, free from bias;**
  - 2. To work within Government guidelines and legislation to meet the College's statutory duties in providing information relating to careers, up-to-date relevant and realistic pathways and options for consideration of those engaging with Calderdale College.**

Scope: This policy covers all parts of education types including further and higher education, apprenticeships and traineeships. It is applicable to students aged 14 and over and covers those with additional needs and Education and Health Care Plans.

Next review date: August 2017

Reviewed by:

Impact assessed by EDI: Y

Assessed by: Shona Lavender on 25/10/16

Approved by CLMT: Y

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Policy owner: Assistant Principal of Learner Services and Quality

## 1 Policy Statement

- 1.1 Calderdale College is committed to providing high quality impartial careers education, information, advice and guidance to students and prospective students across all aspects of the College's provision.  
This was recognised by the Matrix Quality standard award that was awarded to Learner Services in 2015. Calderdale College strives to achieve local and national accreditation/ recognition and is currently undergoing validation for the C & K Careers quality standard.  
In addition to these specific awards, the Advice and Guidance Team takes part in cross-College inspections including Ofsted and the QAA review (last undertaken in 2014).
- 1.2 The team will provide impartial guidance to support chosen careers but also aims to instil skills into individuals to equip them for the future, including how to map out their lifelong learning and the ability to access external careers guidance and support.
- 1.3 Calderdale College has embedded careers guidance into the learner journey regardless of the length of time spent at the establishment. It aims to identify those who are unable to continue on their chosen programme of study and to offer alternatives, either internally or externally, based on individual need. Calderdale College engages with supporters of students through parent and carer events at the beginning, middle and end of their course.

## 2. Objectives

- 2.1 The College's mission statement is "to inspire learners to succeed in life and work." This CEIAG policy reflects the mission through the impartial guidance given based on the individual plans and needs to succeed on their chosen journey.
- 2.2 The CEIAG policy is aimed to support the students and prospective students, employers and higher education networks. It also aims to address the priorities of the Local Enterprise Partnership (LEP) priorities, to develop both our local community and support the local economy.
- 2.3 The careers guidance process will take into account individual circumstances, learning preferences and aspirations to deliver a person-centred approach aimed to motivate and encourage student's high aspirations and setting realistic goals to enable high levels of achievement.

### 3. What this Means?

- 3.1 All Study Programme students will receive access to impartial advice and guidance in a group session from a fully trained careers adviser; with the option of a one to one follow up session should this be required.
- 3.2 One to one sessions will be available for those on a Study Programme who are deemed to be at risk; for those with unfocussed or un-realistic career goals.
- 3.3 All Study Programme students will have access to impartial advice and guidance through the Step Up to Success progression process.
- 3.4 All College students who are identified as having SEN will receive access to an independent careers adviser from C & K Careers on the premises that will focus on reviews and additional support workshops, as required
- 3.5 Traineeship and Apprenticeship students will receive access to the same initial provision as Study Programme students with a follow up for progression opportunities which is referred by the training officer prior to or at the exit review.
- 3.6 Careers guidance will be delivered in an accessible and transparent manner to enable all students to understand their choices and have opportunities to query or confirm their understanding and the next steps.
- 3.7 The content of the CEIAG will be delivered in accordance with the College's equal opportunities policy; but differentiated to meet any additional needs or requirements, free from prejudice and in a dignified manner and suitable environment.

### 4. Directive and Management of this Provision

- 4.1 The CEIAG programme is managed by the senior management team and delivered by the Learner Services Team, and embedded through curriculum and admissions processes. The provision is coordinated and developed by the Assistant Manager of Learner Services.
- 4.2 Careers guidance staff will undergo continuous professional development and are committed to their own professional development and ensuring that they are aware of any changes in guidance and statutory legislation relating to CEIAG.
- 4.3 Careers resources are kept updated and readily available in the Learner Services Unit, on Moodle and in other shared areas such as the Learning Centres. Access to online resources is available through the VLE and is promoted and easily accessible. Alternative formats of resources are made available on request.

- 4.4 Calderdale College will commission the services of C&K Careers and has a service level agreement in place for this partnership for the benefit of students.
- 4.5 All teaching staff and Progress Coaches contribute to CEIAG, offering pre entry advice at open evenings, admissions and enrolment events.
- 4.6 Staff are trained in relevant Information Advice and Guidance qualifications, with at least one team member qualified to Level 6. Training and regular updates are promoted and the sharing of guidance, strategies and best practices is encouraged.
- 4.7 The senior management team and Vice-Principal (Learning and Achievement) will be responsible for the monitoring, review and evaluation of the programme.  
 Students will be consulted on the impact of the CEIAG being offered and any resulting changes will be implemented based on the evidence. External auditing of the whole College will be undertaken to assist with reviewing policies and procedures and produce recommendations to support the service where required.

## 5. Available Provision

- 5.1 The CEIAG provision is available to students from Calderdale College, including those accessing the following provision:
- ✓ Further Education
  - ✓ Higher Education
  - ✓ Apprenticeships and Work based Learning
  - ✓ Potential students making enquiries
- 5.2 The types of CEIAG activities available include:
- ✓ Individual sessions offered to all students
  - ✓ Access to an independent Careers Adviser
  - ✓ Group presentations for both current and prospective students
  - ✓ Parent and carer talks
  - ✓ Careers related events such as 'Pop up job shops', National Careers Week information events, Labour Market Information (LMI) events
  - ✓ Employability related sessions including CV workshops and mock interviews
  - ✓ Information on university open days and transport to the UCAS convention
  - ✓ Presentations on UCAS and support with the application process
  - ✓ Student finance talks

- ✓ Parents evening, open evening and staffing of Admissions and enrolment events by careers advisers to support with CEIAG and funding advice
- ✓ Close monitoring and supporting of vulnerable students

5.3 When leaving Calderdale College all student will have

- ✓ Been given the tools to enhance their self-knowledge, career management and the confidence to access relevant information to assist with lifelong learning
- ✓ Know how and where to access relevant and up to date careers information and further support
- ✓ Had relevant work experience and/or developed their employability skills to broaden their career options
- ✓ Been provided with the necessary resources and support to progress to their next stage of their career path, including CVs, preparation for interview and personal statements.
- ✓ Been given appropriate advice about available funding
- ✓ Ability to plan their career pathways and SMART objectives to achieving them

## 6 Monitoring, Review and Evaluation of the Service

6.1 The CEIAG provision is reviewed annually by the Learner Services Team, led by the Assistant Manager of Learner Services and the Assistant Principal of Quality and Learner Services.

Feedback from the Learner Voice and other customer feedback sources are evaluated and, alongside staff feedback and external inspection recommendations, are incorporated into the department's Self-Assessment Report (SAR) and actions developed in the Quality Improvement Plan (QIP).