



Careers Education, Information, Advice and Guidance Policy

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Document History

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Version	Date	Author	Changes
V1	04 March 2024	Nikki Coleman	<ul style="list-style-type: none">Statutory guidance updated to January 2023 under policy/intentVolunteering coordinator removed from management and staffing

The Mission of the College is:

To be a distinguished provider of the highest quality education, enriching the lives of students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence.

The Mission of The Prospect Trust Careers Services Team is:

To provide an outstanding service to students before they join us, throughout their time at the College, and as they make the transition into higher education, apprenticeship, training or employment and beyond. To work in collaboration with local and national partners/employers to support the development of employability skills and the relevant experience required to build, and maintain, fulfilling careers and make a valuable contribution to society.

Our Policy/Intent

The College firmly believes that all students have an entitlement to Careers Education, Information Advice and Guidance (CEIAG) that will enable them to achieve personal and economic well-being and manage the lifelong process of career planning and progression. CEIAG is a College-wide responsibility, delivered via personal tutors, curriculum teachers and support staff to facilitate the progression of all students.

In conjunction with CEIAG, it is College policy that all students source, participate in and evidence meaningful employer engagement (MEE) in order to develop their employability skills in an area relevant to their career aspirations, or if undecided, a placement that will support their career exploration. Evidence of all employability and CEIAG activity is recorded digitally by our students as part of their Prospects Diploma – a mandatory element of every students' programme of study.

This CEIAG policy embraces the recent changes in legislation and follows the suggested learning outcomes in *Careers guidance and access for education and training providers, statutory guidance for schools and guidance for further education colleges and sixth form colleges* (January 2023); the Gatsby Benchmark recommendations set out in *Good Careers Guidance: Benchmarks For Colleges* and the *CDI Framework for careers, employability and enterprise education* (April 2021).

By doing so CEIAG will:

- Be comprehensive;
- Be inclusive for all students from supporting high achievers, additional educational needs and vulnerable students to ensure they can access all opportunities available and to fulfil their full potential;
- Ensure that impartiality is maintained in the advice given;
- Ensure that students have access to up-to-date impartial information and guidance facilities whilst at College and for an appropriate time after leaving College;
- Provide opportunities for students to access up to date Labour Marketing Information (LMI), e-information and guidance facilities;
- Ensure that CEIAG is a key focus within the tutorial programme;
- Work with the Student Services and Prospect Trust Careers Services teams to ensure that employability and careers related enrichment activities continue to enhance the broader curriculum;
- Work with the Student Services team to ensure that they are made aware of statutory changes and developments at local and national levels;
- Be reviewed annually, taking into account the College Self-Assessment Report and Quality Improvement Plan.

Practice/Implementation

The College will:

- Maintain its status as holder of the Quality in Careers Standards as recommended by DfE Statutory Guidance September 2022;
- Make available CEIAG support to all students through the services of Personal Tutors, Careers Advisers, Prospect Trust Careers Services Team, Curriculum Area Staff, FE/HE/employment representatives and employment with training representatives;

- Enable students to make informed choices about education, training and career progression;
- Include in the tutorial programme opportunities for employability and careers related decision making;
- Include in the tutorial programme guidance relating to apprenticeship, training, employment and Further and Higher Education opportunities;
- Provide CEIAG enrichment opportunities, including in-house work related learning talks delivered by outside agencies, visits to outside agencies, workplaces and FE/HE organisations;
- Support students seeking work experience/volunteering placements relevant to future progression;
- Refer students to appropriate agencies in order to meet individual needs;
- Support students in their applications for Higher Education, Further Education, Employment and Apprenticeships;
- Make available to students and staff up-to-date information and technology relating to careers opportunities;
- Keep Personal Tutors informed about changes in practice;
- Maintain an up-to-date and accessible virtual and physical careers library of resources;
- Promote internal and external events related to progression;
- Provide opportunities for parents to obtain information about student progression where relevant;
- Provide access and guidance for parents/carers to Local Market Information (LMI) via College website;
- Promote, monitor and track student MEE completion;
- Research and engage organisations offering MEE placements/activities;
- Organise employer-led projects to develop student employability skills;
- Encourage and assist curriculum staff to undertake relevant CPD placements with employers.

Parent/Carer Links

The importance of parents/carers in the whole process of career guidance is recognised as vital by the College. Parents/carers will be kept informed about:

- Careers, higher education, employability events and activities organised as part of the Careers programme for students via the Prospect Trust Careers Newsletter, email and the Parent Portal;
- Progression opportunities for prospective students and current students and will be invited to attend parents/carers events;
- Parents/carers may attend careers appointments, with students' consent, and make use of the drop in facility for careers advice at Consultation Evenings.

Evaluation/Impact

The College and The Prospect trust Careers Services department will evaluate the CEIAG service being delivered in the following ways:

- Regular review of the College's Strategic Plan;

- By making effective use of the College quality assurance system to inform strategic decisions;
- Regular self-assessment using the Gatsby Compass Tool and the CDI Framework for careers, employability and enterprise education (April 2021);
- By gathering feedback about the careers support offered to students using Careers Evaluation questionnaires and the annual College Leavers Survey to help improve the services delivered;
- Feedback on the CEIAG service will be requested as part of the 'Parent Voice' review annually.

Equality of Opportunity

All staff involved in the planning, delivery and evaluation of CEIAG have a responsibility to promote equality of opportunity, which ensures that all students have an entitlement and access to the College Careers support services regardless of race, gender, religion, ability, disability, social background or sexual orientation. Students will be supported to understand the importance of equal opportunities and be made aware of the risks of stereotyping and discrimination.

Management and Staffing

The Prospect Trust Careers Services Team is managed by the Head of CEIAG and Careers Leader Nikki Coleman, supported by three Team Leaders and a team of Careers Advisers, Work Experience Coordinators and a Volunteering Coordinator. The Careers team support the work of the tutors and subject teachers in promoting CEIAG, as well as initiating its own work in this area. The careers programme is planned, monitored and evaluated by the Head of Careers and line managed by The Director of Education. Work experience is planned and implemented by the Work Experience Team.

Our Careers Education, Information and Guidance (CEIAG) programme is scrutinised and supported by Greg Thornton the CEIAG Link Councillor for the Academy Quality Council.