

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

1. Policy Statement

The South Thames College Group is committed to offering all students and prospective students (applicants) an effective and impartial programme of Careers Education, Information, Advice and Guidance (CEIAG). Our aim is to support students in making choices which will suit their interests and abilities, sustain their personal and employability development over time and enhance their life chances. We want our students to be well-equipped for the real world so that they leave us with the attitudes and knowledge that will assure their future success. We will make this happen by providing excellent advice to support every decision.

The purpose of this policy is to ensure that there is a consistent approach to CEIAG across the South Thames Colleges Group, with all students having access to the same high quality, impartial advice, and guidance from appropriately qualified staff.

The Group CE-IAG provision is informed by the statutory [Careers guidance and access for education and training providers](#) and 'Good Careers Guidance - Reaching the Gatsby Standards'.

Along with these statutory requirements it underpins the Group commitment to provide a curriculum which will:

- Secure equal access for students from all backgrounds
- Ensure structured and ambitious learning towards successful attainment of meaningful qualifications
- Develop capable people, able to adapt, progress and continue to learn into the future
- Sustain a line of sight on employment and its requisite skills across a broad range of vocation

The planned outcomes are:

1. All students have access to timely high-quality careers information, education, advice and guidance that **effectively** prepares them for their future success in education, employment or training including:
 - a. Access to impartial, unbiased information about potential next steps
 - b. Meaningful encounters with HE educational providers and opportunities to have direct access to other providers of further education training, technical training and apprenticeships (Baker Clause).
 - c. The opportunity to have a guidance interview with a career's adviser whenever significant study or career choices are being made
 - d. Local and national links provide learners with meaningful encounters with employers and employees and opportunities to gain experiences of the workplace.
2. Curriculum programmes that support the Local Skills Improvement Plans priority
3. CEIAG programme that informs and prepares students to understand particular areas of opportunity in terms of skills shortages locally, regionally, and nationally (Local Market Intelligence)
4. Vulnerable and disadvantaged students including students with special educational needs or disabilities (SEND) have access to a tailored careers information, education, advice and guidance programme that effectively prepares them for future success in education, employment or training

Policy Title: CEIAG Policy	Staff Member responsible: Vice Principal - Student Services
Version: Final	Review Date: August 2024

Careers education include:

- Visits to employers and Universities
- Social action and Work experience
- CV building workshops / KUDOS
- Engagement activities such as open days, HE Fairs, Employability Weeks
- Talks from speakers, such as employers and training providers.
- Progression activities/ seminars – Such as UCAS, Student Finance England, Not going to Uni, application and interview skills, self-employment

Careers Information, Advice and Guidance include:

- Pre-entry course information and Advice on post 16 pathways through open evenings, Extensive school liaison activity
- On course and progression including 1:1 Careers Guidance interviews, Organised Drop-In service, Gold Application CE-IAG support

2. Objectives for Students (prospective, current, and former)

- To make students and potential students fully aware of their entitlement to up-to-date, impartial, accessible CEIAG, to be available at all stages of their progression, from initial application through to completion of their courses and for an appropriate time after leaving the College
- To promote optimism, raise aspirations, challenge stereotypes, and encourage students to consider a wide range of careers
- To encourage self-development through supported self-assessment of strengths, limitations, aspirations, values, needs and potential
- To encourage the use of information sources to explore, research and evaluate opportunities in apprenticeships and other employment, higher education, further education and training schemes, gap year activities, internships, work experience and volunteering
- To encourage development of employability skills/competencies, a broad understanding of the world of work and an ability to respond to changing opportunities
- To have meaningful encounters with HE educational providers and opportunities to have direct access to other providers of further education training, technical training and apprenticeships (Baker Clause).
- Inform and prepare students to understand particular areas of opportunity in terms of skills shortages locally, regionally, and nationally
- To encourage students to take advantage of work experiences/placements/insights and the full range of other progression related insight opportunities
- To encourage participation in continued learning, through work-based training, further or higher education
- To help students/prospective students to establish criteria for their career management decisions and to assist them at transition stages through research, application, and interview support
- To refer students to other specialist support networks in college when this is most appropriate to ensure they can address barriers to their learning and progression
- To refer students to specialist external agencies when this is most appropriate to ensure they receive expert, realistic and unbiased support
- To work in support of all students in their efforts to secure a viable, secure post-college destination appropriate to their aims, programme of study and personal circumstances

2.1 Objectives for Staff

- To ensure that students, parents are offered appropriate and impartial information and advice.
- To ensure that careers information and advice is available to individual students within one week of a request for such support. Information and advice to be provided by all members of the Careers teams and appropriately trained members of staff

Policy Title: CEIAG Policy	Staff Member responsible: Vice Principal - Student Services
Version: Final	Review Date: August 2024

- To ensure that more in-depth careers guidance is available to individual students within one week of a request for such support. Guidance to be provided by appropriately trained members of the Careers team
- To develop, on behalf of students, effective working relationships with other relevant stakeholders, including partner schools, HE institutions, other local colleges, training providers and employers.
- To create methods for the delivery of information so parents/carers are well informed about the support offered by the College.
- To provide information to parents/carers of prospective students to enable them to support their daughter/son with decisions on post-16 institutions and course choices
- To inform parents/carers of current students of all forthcoming events and activities relating to the students' progression journey e.g., presentations, apprenticeship/employment and HE fairs, UCAS application processes, student finance, College 'progress' and 'progression' weeks etc.
- Inform and prepare students to understand particular areas of opportunity in terms of skills shortages locally, regionally, and nationally
- To ensure career learning is embedded into curriculum delivered by teachers via their subjects and through a programme of careers education activities
- To seek parents/carers' feedback on relevant activities and events and to consider these responses carefully in the development of future provision.
- To work with employers so that students learn from them about work, employment and the skills that are valued in the workplace

3. Roles and Responsibilities

3.1 Students

- To be actively involved in and take ownership for their progression planning and career development
- To attend punctually all planned Academic and Pastoral tutorial, 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

3.2 Senior Leadership Team will be responsible for:

- Appointment of a STCG (South Thames Colleges Group) Careers Leader- Vice Principal Student Services
- Ensuring that all staff are aware of this Policy and the accompanying strategy for development of the College's CE-IG offer
- Ensure the College careers programme is embedded into curriculum planning and reviewed through College CMT meetings
- Ensuring that there are sufficient, qualified, and experienced staff and up-to-date resources for delivery of the Careers Guidance service
- Having accountability for the CE-IG offer and provision across each College
- Ensuring an appropriate and timely response to recommendations from the Careers Lead
- Appointing a 'link' governor to work with the Careers Lead on evaluation and development of the careers programme and provision
- To ensure that the College careers programme promotes diverse, inclusive and wide-ranging opportunities for students

3.3 The Careers Leader will be responsible for:

- Devising a high quality, stable careers programme and Group compass audit across the Group which meets the expectations of the latest government guidance and the 'Gatsby Benchmarks'
- Ensuring that the College careers programme is reviewed through College ALT (Academic Leadership Team) and Group Leadership team meetings and with the Link Governor
- Developing a strategy for ongoing development of this programme
- Ensuring that the Careers Strategy and named Careers Leader is published on the Groups website

Policy Title: CEIAG Policy	Staff Member responsible: Vice Principal - Student Services
Version: Final	Review Date: August 2024

- Working with the Director of MIS, the Academic and Group Leadership team to ensure that progression and destination information for all students is recorded so that destinations can be tracked, and information used to improve the effectiveness of the CE-IAG offer
- Evaluation of the Group Careers Programme and subsequent measures to ensure improved relevance and effectiveness for students
- Work with Vice Principals, Service Heads and Careers Advisors with external partners, such as South London Careers Hub, South London Partnership, Careers and enterprise company (CEC), employers, partner schools, other learning & training providers, support networks, engagement agencies etc. to support delivery and enhancement of the careers service
- Liaison with all other student-facing support services in college to ensure that individual students are signposted to and/or receive assistance appropriate to identified needs
- Maintain our Matrix re-accreditation standard and quality-mark

3.4 The College Head of School will be responsible for:

- Supporting the delivery of the careers programme within their area of responsibility
- Ensuring that staff, students, and potential students are aware of their entitlement to up-to-date, impartial, accessible CEIAG
- Ensuring the development of student employability skills/competencies through effective programme / course design to secure internal and post-college progression
- Working with the Employability team to ensure students undertake work experiences/placements/insights as appropriate
- Promoting all forthcoming events and activities relating to the students' progression journey in team meetings to promote student engagement e.g., presentations, apprenticeship/employment and HE fairs, UCAS application processes, student finance, College 'progress' and 'progression' weeks, Employability weeks etc
- To ensure career learning is embedded into curriculum delivered by teachers via their subjects and through a programme of careers education activities
- To ensure the successful delivery of Careers learning through the Academic Tutorial
- Using relevant destinations / internal progression reports to identify any additional CE-IAG (Careers, Education, Information & Advice and Guidance) interventions

4. Resources

The Careers Lead, Head of Digital Engagement and Learning Resources Heads of Service and the Careers Adviser Team have the following responsibilities regarding resources:

- The College will ensure that advice and guidance are informed by up-to-date labour market information for, for example, local and regional employment trends, job vacancies, graduate employment trends, apprenticeship developments (at all levels), HE courses vacancies etc.
- Working with the Learning Resource Centre, ensure that comprehensive, up-to-date online resources are available to students through the LRC
- Ensure the on-line information available to students is up-to-date and well promoted
- To ensure that relevant resources are shared with other student-facing staff to support their own delivery of IAG (Information, Advice and Guidance) e.g., the school's liaison team, admissions staff, and the applicant interviewing team, subject teachers, employability team etc.
- To ensure that all students have regular opportunities (including by self-referral) for individual careers guidance and action planning
- To ensure the monies allocated for careers work are properly allocated in the interests of students and the objectives of the service

Policy Title: CEIAG Policy	Staff Member responsible: Vice Principal - Student Services
Version: Final	Review Date: August 2024

5. Procedures

- Students are to be informed of the facilities and support available to them through participation in the Induction programme
- Students who require a careers guidance interview can self-refer or be referred by any member of staff. Follow up appointments may also be offered where appropriate.
- **Prospective students** may benefit from a career's guidance interview during enrolment, if they:
 - are uncertain of their course choice
 - do not meet the entry criteria of the course
 - have previously attempted to study the course
- **On programme students** may benefit from a career's guidance interview, if they:
 - Need support with planning their career path
 - Are considering changing course during the Swap Don't Drop period or before their course ends
 - Are coming towards the end of their programme
 - Need help with applying to University or another college/ training provider
 - Would like support with job search activities and LMI information
- All current and prospective students may access careers resources at each college site
- Current, prospective students or clients are provided with a written summary of their guidance
- Clear steps and action points are given in order that they feel ready and confident to move forwards on their learning or career journey
- College and partner organisations staff receive information about the Student Services / Employability offer during their induction and are aware that they may contact
- The Careers and Employability Hub is an on-line resource available to all students and is promoted via Academic Tutorial

6. Assessment, Review and Evaluation

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

- Reviews of the delivery of CEIAG against the key principles via IQAR / Learning Walks
- Student surveys and other feedback
- Maintaining Matrix accreditation
- Careers and Enterprise Company Compass Tool
- College Self-Assessment review processes

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