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.

This Policy has been drafted in accordance with the DfE guidance: 'Careers Guidance – Guidance for further education and sixth form colleges (**Education (Careers Guidance in Schools) Act 2022**) and 'Good Careers Guidance- Reaching the Gatsby Standards'.

2. Entitlement Statement

All users of the College can access a service which is:

➢ A high quality, impartial careers information service and delivered by appropriately qualified and trained staff
➢ Based in a direct access service area with confidential interview room facilities, which is, welcoming, friendly, personalised, and aspirational
➢ Fully aware of and responsive to diversity, equality of opportunity and the need to challenge stereotypes
➢ Designed to develop self-confidence, self-sufficiency, and optimism
➢ Integrated with other College services e.g., Inclusive Learning, Enrichment, Tutorial Support, Work Experience/Employability and Curriculum Programmes
➢ Aligned to the needs of business and the wider local community
➢ Structured to support the continuous improvement of the quality of students' experience

2.1: 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 encourage students to take advantage of work experiences/placements/insights and the full range of other progression related insight opportunities

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- 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.

2.2 Objectives for Staff

- To ensure that CEIAG is delivered by appropriately qualified, knowledgeable, and experienced staff
- To ensure that all Careers and other staff in student support functions undertake training and development in line with their role, to be able to offer appropriate information and advice to students, parents, and other college staff
- 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
- 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.
- 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
- To keep the College governors informed of the work of the Careers and Employability teams and to create opportunities for them to influence the work of these teams through the link governor role

3. Roles and Responsibilities

3.1 The Senior Leadership Team will be responsible for:

- Appointment of a STCG (South Thames Colleges Group) Careers Lead - Vice Principal Student Services
- Ensuring that all staff are aware of this Policy and the accompanying strategy for development of the College's careers service
- Ensuring that there are sufficient, qualified, and experienced staff and up-to-date resources for delivery of the service
- Having ultimate accountability for the careers programme and provision

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➢ 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

3.2 The Careers Lead is responsible for:

➢ Devising and delivering a high quality, stable careers programme which meets the expectations of the latest government guidance and the 'Gatsby Benchmarks'

➢ Developing a strategy for ongoing development of this programme

➢ Ensuring that the Careers Strategy document is published on the College's website

➢ Working with Vice Principals to ensuring 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 careers service

➢ Evaluation of the careers programme and subsequent measures to ensure improved relevance and effectiveness for students

➢ Working with Vice Principals, Heads and Careers Advisers to liaise with external partners, such as employers, partner schools, other learning & training providers, support networks, engagement agencies etc. to support delivery and enhancement of the careers service

➢ Liaison with Vice Principals to embed careers education into the delivery of subject content

➢ 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

4. Resources

The Careers Lead, Heads of Service and staff in the Careers Team have the following responsibilities with regard to 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 course vacancies etc.

➢ Working with the Learning Resource Centre, ensure that comprehensive, up-to-date online and hard copy resources are available to students through the LRC.

➢ 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 regular opportunities exist (including by self-referral) for individual careers guidance and action planning with subject teachers, tutors, careers teachers and the College's careers and employability teams where appropriate

➢ To ensure the monies allocated for careers work are properly allocated in the interests of students and the objectives of the service

5.0 Assessment, Review and Evaluation

➢ To seek, record and respond to service user feedback on the careers service

➢ To undertake an annual self-assessment review (SAR), which will inform the Quality Improvement Plan

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- To secure Matrix Quality Standard for information advice and guidance services
- The Careers Lead will review this Policy on an annual basis.

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