



**Cheshire College**  
**South & West**

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

Key Information	
Policy Reference Number	CCSW - CEIAG
ELT Post Responsible for Update and Monitoring	Deputy Principal/CEO
Published on Website	Yes
Date Approved by ELT	09 November 2021
Date Approved by Corporation Board <i>(if applicable)</i>	30 November 2021
Date of next policy review	05 November 2024

## **1. Aim/Scope**

- 1.1. This policy applies to all learners and potential learners, including those on Apprenticeship programmes, Higher Education programmes and both full-time and part-time learners.
- 1.2. The College has a statutory duty to provide all 16–18-year-old learners and 19–25-year-old learners with an Education Health Care Plan (EHC) with access to independent careers guidance.
- 1.3. This policy responds to the College’s statutory duties, national Information, Advice and Guidance (*IAG*) quality standards, the Education Inspection Framework (*Ofsted*) and the requirements of the UK Quality Code for Higher Education.

## **2. General Policy Statement**

- 2.1. The College recognises that high quality careers education and guidance is critical to learners’ development and future opportunities. Supporting learners to acquire self-development and career management skills will aide their transition into further training and employment, thus supporting the economy.
- 2.2. Cheshire College is committed to:
  - 2.2.1. providing all learners and potential learners with access to informed, impartial and supportive careers education and guidance;
  - 2.2.2. establishing and maintaining strong working relationships with feeder schools to promote a wide range of technical and academic pathways available; and
  - 2.2.3. working closely with industry and employer partnerships to ensure learners leave the College with the skills, knowledge and attributes required by employers.
- 2.3. The College works towards the eight Gatsby Benchmarks as a national measure of best practice within the sector, ensuring the careers programme:
  - 2.3.1. provides a stable careers programme
  - 2.3.2. learns from career and labour market information
  - 2.3.3. addresses the needs of each pupil
  - 2.3.4. links from curriculum learning to careers
  - 2.3.5. provides encounters with employers and employees
  - 2.3.6. provides experiences of workplaces
  - 2.3.7. provides encounters with further and higher education
  - 2.3.8. provides personal guidance
- 2.4. The operational responsibility for implementing this policy lies with the designated Careers Lead. This policy will be monitored by Senior Management and the designated Careers Lead at appropriate intervals and will be reviewed on a regular basis.
- 2.5. The College recognises under the ‘Baker Clause’ that it has a statutory duty to ensure learners have access to impartial information, advice and guidance and to promote a range of options to learners when making decisions about their next steps. In doing so, the College works closely with both feeder schools, employers and other providers to meet the demands of this requirement.
- 2.6. The College has adopted the Career Development Institutes ‘Career Development Framework’, released April 2021, to support curriculum planning and learners’ development of career management skills. The framework identifies six key areas to enable learners to have a successful career:
  - 2.6.1. grow throughout life;
  - 2.6.2. explore possibilities;
  - 2.6.3. manage careers;
  - 2.6.4. create opportunities;
  - 2.6.5. balance work and life; and
  - 2.6.6. see the bigger picture.

- 2.7. The College holds The Matrix Standard, a quality assurance framework formally adopted by the Department for Education as the industry standard for ensuring the quality for delivery for Information, Advice and Guidance services. Providers are assessed against the standard every three years, with continuous improvement checks completed annually.

### **3. The College is Committed to Ensuring the Careers, Education Information, Advice And Guidance:**

- 3.1. Provides learners with a person-centred, impartial, and confidential service that meets the needs of its learners.
- 3.2. Provides learners with access to one-to-one Careers Advice and Guidance by a Level 6 qualified member of staff during their programme of study.
- 3.3. Promotes the use and understanding of Labour Market Information (*LMI*) to learners and their parents/guardians to support career and learning choices.
- 3.4. Develops robust links between curriculum/pastoral and careers to ensure the careers programme is relevant and meet the needs of the cohort.
- 3.5. Ensures equality and diversity are embedded throughout, offering tutorials and activities to actively seek to challenge stereotypical thinking and raise aspirations, such as Women and Girls into Engineering and STEM subjects.
- 3.6. Provides an enhanced offer for all learners with an EHC Plan, working in partnership with tutors, specialist support workers, external agencies, and parents/guardians.
- 3.7. Provides a digitally enhanced provision, including the delivery of e-guidance, MyDay resources, website information and software including (*Start Profile*).
- 3.8. Develops close working relationships with employers and local organisations to ensure that curriculum delivery closely aligns with the skills and demands required by employers and the economy.
- 3.9. Develops strong relationships with employers and local organisations to provide learners with access to a range of work experience opportunities and contacts.
- 3.10. Provides a differentiated and personalised offer, ensuring activities are appropriate to learners' stages of career learning, planning and development.
- 3.11. Promotes self-development, career exploration, workplace experience, independent investigation and progression planning.
- 3.12. Is incorporated into all aspects of teaching, learning and assessment.

### **4. Designated Responsibilities**

- 4.1. The Governing Body will appoint a Governor with special responsibility for Careers, Information, Advice and Guidance. They will undertake appropriate training.
- 4.2. There will be a member of the College Senior Leadership Team with lead responsibility for Careers, Information, Advice and Guidance. There will be a dedicated qualified careers team with a requirement to update their skills and knowledge annually.
- 4.3. Senior Leaders will be responsible for ensuring the quality of provision, integrating into current observation practices of Teaching, Learning and Assessment. In addition, the careers team will undergo formal and peer observations.
- 4.4. Evaluation of the provision will be the responsibility of the identified Careers Lead within the College Senior Leadership Team, including feedback from Learners, Employers, Parents, Colleagues.

- 4.5. Learner destinations, retention, achievement and success will be analysed annually in relation to CEIAG.
- 4.6. Termly Careers, Information, Advice and Guidance workshops will take place to ensure up-to-date current information and practice. This will be chaired by the Director of Marketing and Schools Partnership and attended by Senior Leaders, Assistant Directors, Careers Advisers, Admissions Officers and School Partnership Coordinators. Key stakeholders, including local school Careers Leads will be invited to these events at appropriate times.

## **5. Designated Member of Staff with Lead Responsibility**

- 5.1. The Colleges named Careers Lead is the Director of Marketing and School Partnerships, who has overall responsibility for the delivery of Careers Education, Information, Advice and Guidance.
- 5.2. The Designated Careers Leader is responsible for:
  - 5.2.1. ensuring the careers programme meets the expectations of the Gatsby Benchmarks;
  - 5.2.2. publishing current and accurate information on the College's website;
  - 5.2.3. collecting destination data for learners and ensuring that this information is used to support curriculum planning;
  - 5.2.4. planning, implementing and quality assuring the careers programme;
  - 5.2.5. managing the delivery of careers guidance;
  - 5.2.6. ensuring that staff have received appropriate training to their role;
  - 5.2.7. providing advice and support to staff on CEIAG;
  - 5.2.8. advising the Senior Leadership Team (SLT) and Executive Leadership Team (ELT) on updates policy, guidance and national context for CEIAG; and
  - 5.2.9. ensuring compliance with the legal requirement to provide independent career guidance.

## **6. Designated Staff Members**

- 6.1. Staff involved in the planning and delivery of teaching, learning and assessment are responsible for:
  - 6.1.1. understanding, promoting and contributing to the careers programme;
  - 6.1.2. providing information, advice and guidance to any learner or potential learner;
  - 6.1.3. attending relevant training to maintain currency in their role;
  - 6.1.4. supporting learners with their career exploration; and
  - 6.1.5. recording all known learner destinations centrally.

## **7. Designated Governor**

- 7.1. The Designated Governor is responsible for:
  - 7.1.1. understanding, promoting and contributing to the careers policy;
  - 7.1.2. reviewing and challenging the effectiveness of the careers programme; and
  - 7.1.3. ensuring the careers provision is regularly reviewed at Governor committees.