

# **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

Agreed at SMT May 2018

To be reviewed at SMT May 2019

## 1. SCOPE AND PURPOSE

- 1.1 This policy clearly states the College's commitment to the provision of coherent, impartial and effective Information, Advice and Guidance services to learners and prospective learners and Careers Education, in order to achieve the strategic aims and objectives of the College, in line with the Government's careers strategy (2017).
- 1.2 This policy embodies the **National Information, Advice and Guidance Board Principles** and the **Quality Standards for Young People's Information, Advice and Guidance (IAG)** and sits with the College's Entitlement Statements and policies on Admissions, Data Protection and Equality of Opportunity as cornerstones for the delivery of the College's mission.
- 1.3 The policy applies to Information, Advice and Guidance services offered on any College Campus and at any College Centre and to services offered by college staff in schools, places of work and other locations. The policy applies to Information, Advice and Guidance offered to any individual or group of clients and to services provided for Careers Education.
- 1.4 **Information and advice** on learning and training is provided by Student Services officers, National Careers Service Advisers and Apprenticeship and Business staff at Chippenham, Lackham, Trowbridge and Salisbury and is freely available to any individual on request.
- 1.5 **Information** on learning and training opportunities is provided by the managers at Enterprise Centres. Where a request requires advice or guidance, the managers will provide the individual with information on how to access advice or guidance.
- 1.6 **Guidance** is defined as a process which allows individuals the opportunity to clarify their goals, explore new ideas, research opportunities, assess skills and interests, make decisions and manage their career planning or transition skills.

**Guidance services** are available on request and are free, impartial and confidential to enable both learners and potential learners to make informed decisions as to the most appropriate route for their personal and career development.

Working within the Business and Partnerships team, and closely with Student Services, guidance services are provided by the Careers Service Manager, College Careers and Personal Advisers and National Careers Service Advisers. Appointments are made through Admissions and Student Services at the College's four main campuses and established outreach centres or by arrangement with the National Careers Service Advisers, where the appointment will take place in a suitable community location.

Guidance services are also provided by Assessors, Business Co-ordinators, training consultants and apprenticeship recruitment officers. Appointments are made through the Business and Partnership Teams at the college's four main campuses or via the direct line number.

## 2. ACCOUNTABILITY

### 2.1 The College offers:

- **Information and advice** on local and national learning and training opportunities, including Skills for Life.
- Details of the **Career Development Institute Code of Ethics**.
- A clear **Statement of Service**.
- Well publicised opportunities to make an appointment for a **guidance interview**.
- An appointment for a **guidance interview** within the charter standard time of 15 working days from request.

- An **appointment card** confirming the guidance interview and outlining how the service can help the client.
- **Tutor/ Academic Adviser / Learning Mentor referral** to the Careers Service when appropriate, to support the learner with their career planning and transition.
- Comprehensive careers resources available through a range of formats including an **on-line careers service accessed via email, e-study (enrolled students) and college careers portal**, with supported access when requested.
- Supported access to **career assessment software**.
- **Referral**, where relevant, to other appropriate agencies and providers.
- An opportunity to have **further appointments** if required.
- Confirmation of the outcomes of a guidance interview in writing, if required.
- A willingness to research information not readily available and a commitment to communicate the results of any such research to a client within 10 working days.
- An opportunity for all to comment on the services listed above and an easily understood **complaints procedure** for those who wish to complain.

## 2.2 In addition to the range of information listed above we will make available information relating to:

- Fees and other financial charges associated with a course of study or training.
- Financial assistance available to support those in education and training.
- Course entry criteria, qualifications, accreditation and workloads.
- Any equipment, clothing and materials which the client must provide
- Different modes of study available.
- Progression routes into employment, training and Further and Higher Education.
- Job seeking

## 2.3 In addition to the above, through enrichment and the tutorial programme learners will have access to information and advice on:

- **Personal wellbeing**, including being healthy and staying safe.
- **Enjoying and achieving** by setting priorities for learning, work and leisure and developing work-life balance
- **Making a positive contribution** by becoming actively involved within local communities

## 2.4 The College can act on a client's behalf under certain circumstances:

- We can speak on a client's behalf to learning and training providers
- We can, with the client's permission, refer the client to another agency that might be better able to respond to the client's individual needs and circumstances.

## 3. PROCESS AND PROCEDURES

### 3.1 Referral

Staff offering Information, Advice or Guidance services will ensure that the procedures they adopt when referring an individual to another organisation or agency are client centred, appropriate, and adhere to the principles and policies of equality of opportunity and confidentiality.

Referral will occur when another provider offers information or services that better meet the client's needs. Where it is believed that a client would benefit from referral to another organisation the client should be clearly informed of:-

- The reason for the referral and the specific area of expertise of the agency to which they are being referred

- The contact details of the agency to which they are referred.

The College will ensure that staff who make referrals have access to a wide range of information on:

- Their own organisation and what is on offer, including Skills for Life
- The services of the 'National Careers Service' network partners.
- Other relevant and specialist agencies operating at a local, regional and national level.

### **3.2 Confidentiality**

Wiltshire College staff delivering Information, Advice or Guidance aim to ensure that the procedures they adopt in the utilisation of confidential information comply with the legal framework provided by the Data Protection Act 1998 (and its replacement the General Data Protection Regulation from 25.5.18) and the Human Rights Act 1998 and the guidance provided in the College's Data Protection policy, the College's Privacy Statement and the Tutoring Handbook.

All information gathered in the course of discussion with an individual should be regarded as confidential. Any limitations with regard to confidentiality should be made absolutely clear to the client at the earliest possible stage.

The limitation operating in the College is where a client discloses information that leads staff to believe that the client or others may be at risk of significant physical, sexual or emotional harm or neglect, or radicalisation. In other cases where staff consider it useful to the student to disclose information revealed in confidence by a client, to a 3<sup>rd</sup> party, staff will gain informed consent from the client to so do.

Clients will be given the opportunity to provide feedback on the service they have received without identifying themselves.

### **3.3 Careers Education**

The College is committed to ensuring that those on 16 to 19 programmes receive high quality impartial careers guidance to prepare them for their chosen next steps and to enable them to make well-informed decisions about their future plans. Careers education is embedded within curriculum and as part of the tutorial programme to enable students to develop employability and independent career management skills, including through enrichment activities. Enrichment sessions, action plans and interview records resulting from Careers Guidance sessions are uploaded to Promonitor/Proportal with the student's permission, to enable holistic support for progression.

The Careers Programme is constructed around the Tutorial Scheme of Work, incorporating a Careers Timeline matching activities to key points within the year. This is outlined in Appendix 2. Resources are provided for tutors by the Careers team, led by the Careers Manager and promoted via the Student Support and Tutorial Managers. These are updated annually and shared via E-study and Sharepoint. Funding is allocated to the Careers team for the provision of online resources via the College Careers Portal.

Careers education is enhanced via a menu of bookable enrichment activities which include opportunities for students to acquire relevant labour market information, via encounters with employers, apprenticeship and higher education providers. These are outlined in Appendix 3. Activities are designed taking into account the goals of career management and employability, tutor requests and differentiated according to student needs. Parents are recognised as important contributors to development of career management and are invited to tailored HE and Student Finance information sessions, EHCP reviews and can attend guidance appointments by student request.

Careers education is evaluated via termly learning walks and student rep meetings where feedback is tailored to the requirements of the tutorial timeline. Evaluation of activities is by participant feedback questionnaires and Student Voice feedback activities. Annual evaluation is undertaken via the Teaching and Learning Survey. Employability units delivered as part of a main full-time programmes are subject to a rigorous verification process and termly Quality Improvement Board checks.

The College is committed to aligning delivery of Careers Education, Information, Advice and Guidance programme with the Government Careers Strategy (guidance for colleges published February 2018) and will be undertaking an assessment of its position in relation to the Gatsby Benchmarks using the Compass tool in Autumn 2018. The College recognises that a successful CEIAG programme is a partnership between the College, students, HE establishments, employers, training experts and the role of the Careers and Enterprise Hub in facilitating this. In addition to Compact partnerships with local HE providers and membership of the local Careers Collaborative, the careers team is using additional resources provided via the National Collaborative Outreach Programme to organise activities promoting access to higher education opportunities for under-represented groups.

#### **4. IMPLEMENTATION**

The Information, Advice and Guidance Statement of Service (Appendix 1) summarises the nature of the college service and is available to all clients and displayed at all centres where the service is delivered. The Statement of Service will be reviewed annually and more frequently if there is any change to the services provided.

The Careers Timeline (Appendix 2) sits within the Tutorial Scheme of Work and outlines responsibilities and resources for tutorial regarding careers education, employability and progression

The careers programme – enrichment activities planned for the year, confirmed and revised according to identified needs is attached as Appendix 3

#### **5. ASSOCIATED DOCUMENTS**

In addition to the Statement of Service, Careers Timeline and Careers Programme, clients can also expect that we will comply with College policies and procedures on:

- Equality and Diversity
- Admissions
- Data Protection
- Health and Safety
- Safeguarding
- Prevent
- Staff Development
- Student Voice
- Fees, Fee concessions and Learner Support Funds
- Quality
- Complaints

#### **6. EQUALITY IMPACT ASSESSMENT**

The College will:-

- Endeavour to collect written customer feedback about the service
- Use the information received in customer feedback to improve the services available.
- Utilise the college quality assurance system and internal inspection system to inform strategic and operational planning

*It is intended that this policy is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.*