



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

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Policy:	Careers Education, Information, Advice and Guidance Policy
Owned by	Careers Lead
Approved by	Strategic Leadership Team

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

1. Introduction

This policy responds to the quality agenda and requirements identified within the Careers Strategy: making the most of everyone's skills and talents (Department for Education 2017), Careers Guidance and access for education and training providers (Statutory guidance January 2018) Quality in Careers Standard, Matrix quality standard for Information Advice and Guidance (IAG), Education Inspection Framework (Ofsted) and the Office for Students regulatory framework for Higher Education.

York College is committed to ensuring a CEIAG provision that helps students plan and manage their progression through learning and work.

2.1 Mission Statement

This policy acts in support of the college mission statement:

Where everyone matters and a successful future begins. York College's mission is to provide a life enhancing educational experience, through inspirational teaching, working in partnership and helping individuals to be the best they can.

This will be achieved by working in partnership with individuals and organisations to raise expectations, fulfil potential and promote and support individuals to ensure a skilled, economically successful and socially inclusive community.

2.2 Purpose of the Policy

2.2.1 The Need for the Policy

This policy is to ensure that all students and potential students have access to impartial Careers Education, Information, Advice and Guidance (CEIAG). It also aims to ensure that there are appropriate opportunities for them to develop the knowledge and skills they need to make successful choices and to manage their progression into learning and work.

2.2.2 The key objectives of the Policy

- to make clear the College's Careers Education, Information, Advice and Guidance commitment to its students;
- to set out the involvement of staff in the College's Careers Education, Information, Advice and Guidance activities; and
- To identify the commitment to providing a high quality service and continuous improvement.

2.3 In support of the College's Equality & Diversity Policy

Implementation of the policy will at all times be in accordance with and in support of the College's Equality & Diversity Policy and comply with all relevant legislation on promoting and maintaining equality of opportunity.

2.4 Policy Details

2.4.1 CEIAG Provision in line with The National Careers Strategy 2017

- Provision is within a framework of appropriate confidentiality, data protection, record keeping and safeguarding policies.
- Provision is inclusive, responds to the needs of the individual, building on previous learning and experience.
- Provision recognises and promotes Equality and Diversity.
- Provision is accurate, current and impartial in an appropriate range of formats.
- Involves collaborative approaches and partnerships including tutorial and course staff, support services and external agencies.
- Contributes to widening participation, student retention and achievement by raising aspirations, helping individuals to make realistic, informed choices and to develop career planning and management skills.
- The Student Charter identifies what support students can expect.
- Provision responds to different types of student and affords parity of esteem for all appropriate progression routes into careers.

2.4.2 Accessibility

- All prospective students are entitled to appropriate course information and advice and assistance with course choice, career planning, and transition into study at the college or elsewhere as appropriate to their needs.

- All students are able to use the full range of student services including careers guidance, funding advice, personal counselling and support as appropriate to meet their needs.
- All students should be able to access information and assistance with impartial progression choices during and at the end of their course.
- All full time students should receive careers education and guidance activities appropriate to their needs, delivered through the tutorial programme, college events, visits and the Xtra curricular (Cross-College Enrichment) programme.
- Careers, education, information, advice and guidance activities for full time 16-18 year old students relate to the National Careers Strategy: making the most of everyone's skills and talents (Department for Education 2017)

2.4.3 Students' Responsibilities

- To be actively involved in, and take ownership for, their progression planning and career development.
- To participate in all relevant tutorials, careers education and guidance activities in order to strengthen their understanding of education, training, employment and other progression opportunities.
- To work co-operatively with staff and other students, respecting the views of others and the principles of Equality and Diversity.
- To contribute to the ongoing evaluation and improvement of the service.

2.4.4 Staff Responsibilities

- The College's Careers Leader will ensure that the College:

has a high quality and impartial Careers Education, Information, Advice and Guidance service that supports users to make well informed career choices;

Meets the statutory guidance on providing impartial careers education and guidance;

Meets the requirements for appropriate Quality Standards

Initiates, organises and evaluates College-wide CEIAG events to promote learning, work and progression to support students in exploring career choices

Manage all CEIAG related resources, including electronic ones

Manage all CEIAG related relationships with external agencies

Devise, support and evaluate delivery of the careers education elements of the tutorial programme.

Maintains clear communications with parents/carers of the CEIAG offer and builds that relationship.

Users are asked to contribute to the review, evaluation and continuous improvement of the service.

- Staff have a responsibility to participate in relevant professional training and maintain an up to date awareness of appropriate resources that they and their students can make use of to support career decision making. Where appropriate, staff will also participate in adviser networks and appropriate training to maintain awareness of alternative education and training provision, locally and nationally.
- Staff are required to ensure provision of clear impartial careers education, information, advice and guidance that is current and appropriate to the needs of the student or applicant. Particular consideration will be made of the students' (or applicants') access to CEIAG prior to making contact with the College.
- Staff involved in pre-entry information advice and guidance activities providing timely and sufficient course information and advice to enable prospective students to make suitable choices.
- Admissions, Teaching and Learning and appropriate support staff maintaining awareness of these services, effective working links and making referrals for pre-entry, progression and careers guidance when required.
- Teaching and Learning staff will ensure that there is an appropriate combination of careers education, information, advice and guidance activities incorporated into students' programmes of study. These will be appropriate to students' needs, and include a range of activities including 'Next Step' discussions, work related activities and signposting to appropriate CEIAG resources.
- Programmes of Study – the content of these may vary across individual students, depending upon their chosen next step (re further study or employment). CEIAG discussions should consider this, which in turn will inform the shape/content of a student's Programme of Study.
- All staff providing careers education, information, advice and guidance have a responsibility to promote equality of opportunity, to be aware of confidentiality issues and deal sensitively with information disclosed by students.
- Heads of Curriculum Areas are responsible for ensuring that all course information on the website and UCAS Progress is up-to-date and accurate.

- All staff are responsible for ensuring that all published information, both internal and external, is accurate and up-to-date, and for making or reporting required changes as appropriate to their area of responsibility.

2.4.5 College Leaders' Responsibilities

College Leaders will ensure that:

- all staff have access to training, support and resources which are appropriate to their role; and
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- Staff, students, and relevant others are made aware of this policy.

2.4.6 Standards by which success of this policy are evaluated

- Student and staff feedback that demonstrates continuing improvement.
- College self-assessments that demonstrate continuing improvement.
- The College achieved the Quality in Careers Standard in May2022 (October 2018) which is the national quality award for careers education, information, advice and guidance (CEIAG) in schools, colleges and work-based learning.
- Successful re-assessment against national other quality standards for CEIAG e.g. Matrix Standard, Gatsby Framework and other relevant agencies i.e. Ofsted and the Office for Students (OfS)
- Destinations of all previous students are received annually and used to inform course provision and guidance to staff and students.

2.4.7 Monitoring and evaluation

The Careers Leader and the Quality Improvement Team will ensure management information is gathered regularly to illustrate usage of the CEIAG service; this will be analysed and inform development and improvement. The Careers Leader and the Quality Improvement Team will ensure that students, parents, carers and partner services feedback is regularly requested and fed into meetings and decisions about developments of all aspects of the CEIAG service.

Links with other organisations

The York College Careers team will work in partnership with other organisations, including schools, the Job Centre, universities, other F.E Providers and employers where they are providing advice about careers.

The Careers Leader is a member of The York and North Yorkshire Careers hub..

The Careers Leader will liaise with Heads of Curriculum Areas, Progress Coaches and curriculum staff to share contacts and maximise the potential for cooperation and opportunities for students.

The Careers Leader is a member of the CDI (Career Development Institute). The CDI is the professional body for everyone working in the fields of career education information advice and guidance

York College have been accredited to the Matrix standard for information advice and guidance services in 2009, 2012, 2015, 2018 and 2021.

Training

York College Careers Advisers will be trained to Level 6 Advice and Guidance.

York College Careers Advisers will undertake continuing staff development as appropriate to ensure that the information and advice they give is correct and up-to-date.

Staff at other enquiry points, e.g. student experience team, Schools and Colleges Liaison staff, Marketing team members and Teaching & Learning staff will be trained to handle CEIAG enquiries appropriately.