

**POLICY/PROCEDURE: INFORMATION, ADVICE AND GUIDANCE POLICY**


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Approval required by:	SLT	Y	Governing Body	N
SLT Lead:	Deputy CEO			
Responsible Manager:	Director of Student Recruitment			
Date approved:	October 2023			
Date to be reviewed:	July 2025			

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Relevant to:	Students	Y	Staff	Y
	Visitors	Y		
Relevant to:	All students	Y		
	16-18 Vocational	Y	Sixth Form	Y
	Higher Education	Y	Adults	Y
	Apprenticeships	N	14-16	N
	Other	Y	Schools, Colleges and education providers	
Relevant to:	All staff	Y		
	Board	N	SPH	Y
	Managers	Y		
	Teaching staff	Y	Support staff	Y

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Accessible to	Students	Y	Staff	Y
Friendly version	Students	N	Staff	Y

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EQIA required	N
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Significant changes to policy

None

Reference to employers

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Impact of changes

None

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## **SCOPE AND PURPOSE**

This policy is to ensure that potential, current and former students have access to high quality, impartial Careers Education, Information, Advice and Guidance (CEIAG) in order to support them to enter and progress in learning and work.

The College currently subscribes to the Matrix Standard, a unique quality framework for organisations to assess and measure their information, advice and/or guidance services, which ultimately supports individuals in their choice of career, learning, work and life goals.

## **INFORMATION, ADVICE AND GUIDANCE**

The Careers Education, Information, Advice and Guidance (CEIAG) services will enable individuals to:

- Develop an awareness and understanding of the range of opportunities for learning, work and career development available to them.
- Gather, understand and interpret information and how to apply it to their own situation.
- Consider and explore a range of options, according to their own needs and circumstances.
- Provide employers with details of how different programmes are structured, for example requirements for classroom-based learning such as T levels, or apprenticeships key information around funding, recruitment and off the job training.

The College will ensure that the CEIAG services are delivered in accordance with the 'Principles for Coherent Information Advice and Guidance' as contained within the Matrix Standard and the GATSBY Benchmarks.

**Accessibility and Visibility** - we aim to provide recognised and trusted CEIAG services which are publicised, signposted and made available to all customers at times and venues which suit their needs. Information can be supplied in various formats and a range of tools are used to support this.

**Professional and Knowledgeable** - our staff have the ability to quickly and effectively identify customers' needs and if necessary, signpost or refer them to suitable alternative services. Staff are committed to training and development to continually update their skills and knowledge.

**Effective connections – where customers are signposted to suitable alternative services** we support them in that transition. The College builds strong partnerships with alternative providers, external agencies and the Local Authority.

**Availability, Quality and Delivery** – our CEIAG services are targeted to the needs of individual. Interventions are recorded and audited to ensure quality and inform continuous service improvements.

**Diversity** – we recognise the individuality of our customers and provide a range of services to reflect this.

**Impartial** – our CEIAG services support individuals to make informed choices, on study programmes and progression routes, based on their needs, interests and circumstances.

**Responsive** – our CEIAG services reflect present and future needs, and the local and regional labour market demands.

**Friendly and welcoming** – we provide services which encourage individuals to successfully engage with us.

**Enabling** – our IAG services engage and support customers in becoming lifelong learners, allowing them to explore and plan their careers through access to and use of information.

**Awareness** – we make customers aware of the relevant CEIAG services available to them and to have an informed expectation of those services. Staff will ensure that there is an appropriate combination of careers education, information, advice and guidance activities incorporated into study programmes. These will be appropriate to students' needs and include a range of activities including 'Next Step' discussions, events, encounters with employers, Apprenticeships, Further and Higher Education opportunities.

**GATSBY Careers Guidance** – The College is committed to providing high quality CEIAG and the GATSBY benchmarks are an integral part of its delivery plan:

1. A STABLE CAREERS PROGRAMME – The College has a structured careers programme, led by the Assistant Principal for Students.
2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION – access to information about career paths and the labour markets support individuals to make informed decisions on study options.
3. ADDRESSING THE NEEDS OF EACH STUDENT – The College recognises the need to have different career guidance at different stages. Our aim is to challenge stereo typical thinking, raise aspirations and provide opportunities for advice and support that are tailored to the needs of the individual.
4. LINKING CURRICULUM LEARNING TO CAREERS – curriculum delivery focuses on career opportunities and employability skills. The College has strong links with employers and gains their input into shaping the content of the curriculum plan, study programmes and CEIAG activities.
5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES – there are multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This includes a wide range of enrichment activities, including guest speakers, enterprise, employability and entrepreneurial skills.
6. EXPERIENCES OF WORKPLACE – the CEIAG programme aims to expand networks to explore career opportunities and provide first-hand experiences of the workplace through work visits, work shadowing and/or work experience.
7. ENCOUNTERS WITH FURTHER & HIGHER EDUCATION – CEIAG services covers the full range of learning opportunities, including academic and technical/vocational pathways. apprenticeships, Higher Education and professional qualifications. Progression routes to University, further education or employment are monitored and evaluated to inform future developments to the service.
8. PERSONAL GUIDANCE – CEIAG is available for prospective, existing and former students and is tailored to their individual needs. In addition to the comprehensive CEIAG programme embedded into the curriculum delivery plan, Careers Advisers offer one-to-one sessions and The Job Shop

support with CV writing, interview techniques and other employability skills. This impartial service is also offered to the 14-16 year old cohorts to support their progression into positive destinations.

### **Data Protection and Confidentiality**

Any records maintained as part of the IAG process are kept in accordance with Data Protection and Confidentiality Guidelines.

IAG services are regularly and systematically monitored, reviewed, and evaluated and actions are taken to improve services in response to the findings.

### **EQUALITY AND DIVERSITY**

An EqIA is not required for this policy.

### **LINKED POLICIES AND PROCEDURES**

- Data Protection.
- Single Equality Scheme.

### **LOCATION AND ACCESS TO THIS POLICY**

This policy is available on:

- College's intranet.
- Website.
- Information Unit.
- Student Services.