



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

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## **1. Introduction**

1.1 A person's career is the progress they make in learning and work. The overall aim of this policy is to support students to make the most of themselves and their opportunities. In particular it aims to help them: -

- develop their knowledge and understanding of the changing nature of work, learning and careers
- extend their understanding of opportunities in learning and work
- make good use of information, advice and guidance
- develop and use their self knowledge when thinking about and making choices
- develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition

## **2. Scope of this policy**

- 2.1. This policy applies to all staff with responsibility of providing careers education, information, advice and guidance to students.
- 2.2. This policy applies to all students and is inclusive of Apprentices and HE students. This policy works in conjunction with the HE admissions, recruitment and widening access policy and the monitoring and student engagement outlined in the QAA quality code.
- 2.3. This policy works in conjunction with Chichester College Groups Careers Strategy.



### 3. Commitment

#### 3.1. Governors and staff are committed to: -

- Providing a planned programme of activities to which all students are entitled and will have access  
Ensuring that no student is disadvantaged in gaining access to education, training or work
- Ensuring that, wherever possible, students' progress to further opportunities in education, training or employment
- Involving young people and their parents and carers in programme activities and further developments maintaining standards including the Matrix award.

### 4. Entitlement

- 4.1. Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. The provision is bench marked against the National Framework for Careers Education and Guidance in England. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

### 5. Provision

- 5.1. **Management** - the College Group's Leadership Team support the provision through the Group Director of Student Services and Pastoral Support, who is the designated strategic lead for careers.
- 5.2. **Resources** - Chichester College Group's careers service is the hub of careers education, information, advice and guidance. Students are able to drop in to access the service or may arrange timed appointments. There is relevant, up to date information in a range of



media and formats. Students have access to IT facilities, including careers software and other web based materials. Specialist equipment and support are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities, and work with employers, business and other organisations.

Clients may be referred to the National Careers Service or other institutions.

- 5.3. **Guidance** includes individual and group activities. All staff should, when approached by students, respond with appropriate guidance and support. All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality. All CEIAG will be provided in line with the Implementation Strategy in Annex A.
- 5.4. **Staff training** needs to be identified through needs assessment and staff appraisal system. Appropriate arrangements are made for continuous professional development.
- 5.5. **Monitoring and evaluation** - all programme activities are monitored, reviewed and evaluated with active involvement of students. This may be through Student Voice initiatives, student surveys or other forms of feedback and will be completed alongside quality assurance activities such as observations and in conjunction with the Group's performance management policy. The findings are presented in the annual self-assessment report and reported to the Group Leadership Team and Governing Body as outlined in the Careers Strategy. The Careers Committee monitor the implementation of the careers strategy and ensure quality of delivery as well as meeting the needs of all learners

## 6. **Status of this policy**

- 6.1. The policy supersedes all previous documentation and is approved by the Group Leadership Team.



6.2. The operation of this policy will be kept under review by the Group Director of Student Services and Pastoral Support.

6.3. It may be reviewed and varied from time to time by Group Director of Student Services and Pastoral Support, with support of the Careers committee.

This policy has been impact assessed to ensure that it does not adversely affect staff or students in line with the Equality, diversity and inclusion policy

Date Approved: October 2024

Approved by: Group Leadership team.

Implementation Date: October 2024

Date for Review: October 2027



## **Annex A - Implementation strategy - delivery of careers education, information, advice and guidance**

- Student Tutoring and curriculum teams are integral to the delivery of CEIAG by enabling students to appraise their achievements and to set individual action plans. This is complimented by group work, other cross college and off site events and activities.
- Where appropriate, students will engage in work opportunities. These placements also provide an avenue for the involvement of the local community in college activities.
- CEIAG is delivered with the understanding that the College is preparing students for progression to meet their individual needs with neutral unbiased guidance.
- Local and wider invitations to participate in careers programmes ensure effective transition into the College. The College 14-16 programme, special school links and SEN hub work therefore prevent the possible number of young people becoming NEET (Not in Employment, Education or Training).
- Links to Higher Education provision ensures structured and informed academic progression within the College and onto other institutions.
- A communication programme is in place to raise the profile of CEIAG within all curriculum areas.
- A simple and flexible system operates to provide students with interviews and to enable curriculum areas to use both college and the National Careers Service in the delivery of their subject specific CEIAG offer.