

Careers Education Information, Advice & Guidance Policy

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1. Purpose

The purpose of this policy is to ensure that effective Careers Education, Information, Advice and Guidance (CEIAG) exists to help individuals apply their knowledge, skills and experience to make well-informed and realistic decisions about their future options. It also aims to improve retention, destination data and raise aspirations of all students across all curriculum areas and levels.

2. Scope

This policy applies to all prospective and current students' pre-entry, on programme and at exit.

3. Responsibility

Responsibility for this policy within the college lies with the Director of Marketing & Admissions

4. Policy Statement

Warrington & Vale Royal College is committed to providing high quality, impartial information, advice and guidance which helps students plan and manage their progression through their education and their future career.

5. Policy Context, Statutory Requirements and Expectations

The college recognises and responds to our statutory and ethical duty to provide Careers Education, Information, Advice and Guidance (CEIAG) services, we ensure this provision is accessible, impartial and of high quality, meeting the wide range of individual students and prospective student needs.

We are committed to providing outstanding and comprehensive impartial CEIAG services and we work hard to raise aspirations and equip our students with the knowledge and skills to become successful career and future planners, who can make informed choices in relation to their learning, work and life goals.

We aim to:

- Provide students and prospective students with accurate and impartial CEIAG, which promotes equality & diversity
- Deliver good quality CEIAG which responds to the college's statutory duties, The Educational Inspection Framework (Ofsted), The Gatsby Benchmarks, The Careers Strategy and associated Statutory Guidance.
- Comply with our legal obligation under Section 42B of the Education Act 1997 by allowing other further and higher education providers to impart information about their education or training to college students.
- Provide services which are confidential and only recorded or shared with the consent of the student or in respect to safeguarding

The key principles upon which this policy is based are that CEIAG:

- Is personalised, provides opportunities to identify and respond to the needs of the student, and builds on previous learning and experience
- Is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background
- Is transparent, impartial and provides opportunities for confidentiality
- Is enhanced by strong networks and collaborative approaches involving Learner Services, pastoral teams, curriculum teams and external partners including employers
- Reflects the present and future needs of our students and the regional labour market demands & skills gaps
- Is aspirational and motivational, helping students to make informed choices and to develop career management skills that will deliver positive destinations for all students
- Provides relevant, current and comprehensive information and advice, which is underpinned by the continuous professional development of staff delivering CEIAG.

6. Student Entitlement

All students are entitled to:

- A stable and structured careers programme shaped by stakeholders, which is co-delivered by curriculum and support teams
- Accurate course and careers information aligned with current labour market information
- Impartial CEIAG to support their individual career goals and progression
- 1:1 impartial and tailored careers information, advice and guidance provided by Level 7 Qualified Careers Development Professionals
- A curriculum that is career focussed, aligned to prepare them for their intended destination
- Support to help secure meaningful industry placement opportunities that are sector relevant and develop students' employability skills
- Opportunities to engage with employers to help develop and inform career aspirations
- Opportunities to engage with providers of apprenticeships and technical education
- Opportunities to partake in enrichment and volunteering.

7. Roles and Responsibilities

7.1 Executive and Governors:

The college has a link Governor for Careers. The Governor and Executive Leaders will support the nominated Careers Leader as set out in the statutory guidance.

7.2 Careers Leader

The Careers Leader is responsible for ensuring the college:

- Has a high quality and impartial Careers Education, Information, Advice and Guidance service that supports students 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 future destination options, including; further and higher education, employment and apprenticeships
- Manages all CEIAG related resources including the Careers Hub platform
- Manages all CEIAG related engagement with external agencies
- Devises, supports and evaluates delivery of the Careers Programme
- Communicates the CEIAG offer to parents/carers
- Builds and maintains relationships with employers and other stakeholders to support the CEIAG offer.

7.3 Careers Team

- Supports Progress Coaches & curriculum teams by contributing to tutorial development, HE information and events.
- Provides accessible, professional, impartial 1:1 careers guidance across both campuses.
- Supports with the organisation of industry and higher education specific talks and trips for curriculum areas.
- Refers to independent external careers advice offered to students, if this is considered to be more appropriate.
- Supports with the provision of careers resources and training for college staff.

- Tracks and monitors student's predicted destinations and provide relevant information and support.

7.4 Curriculum Directors and Managers:

- Ensure curriculum and teaching and learning teams are embedding careers education throughout the curriculum.
- Ensure the curriculum offer is:
 - Reviewed regularly and is current
 - Aligned to the Local Skills Improvement Plan and the Warrington Skills Commission
 - Meets the needs of the local labour market and addresses skills gaps
 - Aspirational and has strong curriculum intent.
- Provide opportunities for students to access meaningful experiences of the workplace
- Ensure teaching staff participate in Continuous Professional Development (CPD) in relation to careers development skills.

7.5 Teaching Staff:

- Provide sufficient course information and advice to enable prospective students to make suitable choices pre-entry and during induction activities.
- Deliver targeted and individualised careers & progression tutorials.
- Monitor and record all progressions and destinations (intended and actual) for students to ensure they progress to a positive outcome.
- Conduct regular 1:1 reviews with students, ensuring they are aware of and monitor / review their individual targets via their Flight Path.
- Ensure careers education is embedded within their curriculum intent and scheme of learning.
- Employability skills are identified, embedded and demonstrated in all student's main vocational qualifications
- Maths, English and digital skills are taught and embedded throughout the duration of the student's vocational qualification.
- Ensure that students participate in careers events and organised trips.
- Provide support and guidance for adult students and signposting to specific specialist provision internally and externally.
- Support and promote careers and aspirations with students, encouraging participation at cross college events.

- Promote and support enrichment opportunities e.g. clubs & societies, class reps, ambassadors & governors that will add value to a student's progression.
- Ensure all careers related activity is recorded.

7.6 Learner Services & Marketing:

- Provide course information and advice to enable prospective students to make suitable choices pre-entry.
- Organise open events which showcase the college facilities and curriculum offer.
- Deliver school engagement events by delivering activities to enable pupils to make informed choices about their futures and/or secure employment.
- Organise taster days within college to give young people experience of the college offer.
- Organise college tours to offer insight into services and potential courses.
- Design literature to promote progression routes and careers for all cohorts.
- Maintain the website ensuring course information and careers pages are up to date.
- Promote individual and collective success via poster campaigns such as Trailblazers, Your Career College and Amazing Alumni.
- Promote and support enrichment opportunities e.g. clubs & societies, class reps, ambassadors & governors that will add value to a student's progression.

7.7 All Staff:

- Support the development of students' confidence and self-esteem to access learning, apply experience and make positive progressions.
- Participate in relevant professional and industry 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.

8. Monitoring and Evaluation

The college will quality assure the activities detailed within this policy through accurate recording and monitoring of career activity across college, careers guidance, stakeholder feedback and student destinations.

External quality assurance measures include:

- Matrix accreditation
- Gatsby Compass Assessment
- Ofsted.