

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

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# Document Control

<b>Owner</b>	Director Student Services
<b>Audience</b>	All Moulton College Stakeholders
<b>Confidentiality</b>	Low

## Version Control

Version	Description/Changes	By	Date
1.0	Review and update	DSS	
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## Approval

Approved By	Meeting Date	Next Review
Senior Leadership Team	20/9/22	24/9/24

## Related Policies

Ref.	Policy
	Work Experience policy
	Admissions Policy
	Equality Policy
	Safeguarding Policy
	Health & Safety Policy
	Data Protection Policy (GDPR)

## Equality Impact Assessment

Equality Impact Assessment
An Equality Impact Assessment is not required for this policy.

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

## Vision

In achieving the college's mission in 'providing high quality education and skills development leading to talented, committed industry focussed and career ready students.' Moulton College is committed to providing students with career-focused education supported by high quality information, advice and guidance (IAG) that raises aspirations, develops lifelong career management skills and enables transition successfully towards their career pathway. All students are prepared to become highly skilled employees who will contribute to the success of the workplace and contribute to the wider economy.

## Statutory Requirements

The college is committed to fulfilling its statutory duties in relation to CEIAG provision in line with Ofsted and DFE guidelines. FE colleges are obliged to have in place a careers guidance team to provide their students with access to careers education and impartial guidance. The college is working towards achieving the Gatsby Benchmarks (Appendix A) and also gaining Matrix accreditation.

## Scope

This policy applies to:

- applicants and current learners on study programmes in further education, higher education and apprenticeships.
- parents and guardians
- employers and stakeholders.
- all staff involved in the delivery of careers guidance, teaching, enterprise, work experience and employability in the college.

## Purpose

This policy outlines how Moulton College uses IAG and careers education to inspire and enable students to achieve their full potential while on study programmes at the college.

Moulton College CEIAG aims to:

- Provide a planned programme of careers education and guidance activities
- Provide impartial careers advice and guidance to help learners to identify skills, strengths, weaknesses and overcome barriers to career development.
- Motivate and equip students to take responsibilities for their career choices, plans and transitions.
- Raise aspirations, working in partnership with students to identify ways to achieve these.
- Promote equality, diversity and challenge stereotyping.
- Promote social mobility by providing information about the full range of opportunities available, supported by up to date high quality LMI through the curriculum and the careers team.

## Policy Statement

All prospective students and their parents or carers receive support to make good choices during the admissions process:

- good quality information on our programmes and pathways is provided via our website and schools liaison activities

- relevant information and advice is provided by Tutors and Student Service Administrators Advisers during interviews
- Career Advisers are present at open days for the college.

All new students participate in a central induction to the college which includes an induction to the Careers Hub and an introduction to the careers team members.

New students complete the “Intended Destination” task on Pro Monitor. Students who indicate that they don’t know their intended destination are contacted by the careers team and offered a careers guidance meeting.

## **Careers Guidance**

Students have access to an opportunity for a careers guidance interview while on study programmes. The careers team targets groups of students who may need additional help to access the service such as through an EHCP, Looked after Children (LAC) and those in receipt of free school meals.

Careers guidance interviews are conducted by appropriately qualified knowledgeable and experienced career advisers and are impartial, client centred and free from institutional bias. All interviews are confidential and operate in accordance with the Code of Ethics (Career Development Institute).

Students receive an action plan with a summary of the interview and providing SMART targets to help the student with progressing with their career decisions, aiding motivation and aiding career decision making. This will be recorded on ProMonitor/ProPortal.

High need students are offered a careers guidance interview undertaken by ‘Ideas 4 Careers’ who provide specialised careers guidance for SEND students.

Course managers, Learning Support, Student Support and Personal Development Officers refer students for guidance appointments through Pro Monitor or email.

All EHCP students in mainstream education are offered career interviews as part of their EHCP annual review meeting. Contact details of the careers team are sent in the letter finalising the date of the EHCP review meeting.

All interventions and activities are recorded centrally on ProMonitor regardless of mode of delivery, i.e. 1-2-1, group, talk, visit or attendance at a careers fair.

## **Careers Information**

All students have use of the careers hub and the designated careers area on moodle providing access to careers software and links to employability websites.

Students have access to up to date labour market information (LMI) on Moodle and used in the careers interviews by careers advisers.

The careers team can support with general careers advice, applying for jobs, CV writing, and interview skills. Support and advice is also available for students in higher education and on apprenticeship programmes (See Student Careers Entitlement Appendix 3).

Information for contacting the careers team is advertised within the college for staff and students and available for parents and guardians on the website.

## **Careers Education**

Full-time Further Education courses will have a programme of CEIAG embedded within the curriculum.

As part of the study programmes students undertake work experience to gain first-hand experience of real work situations. (For more information refer to the Work Experience policy).

The Personal Development Team supplement the curriculum with integrating employability tutorials into the scheme of work.

Standardisation and cross college dissemination, in regards to CEIAG, is achieved through Subject Area CEIAG Champions.

## **Management and Delivery**

The Careers Education and Guidance Lead is responsible for managing the careers programme in the college; working under the lead of the Director of Student Services who has strategic responsibility for careers and employability.

Career champions for each subject area exist to aid communication between the careers team and individual subject areas and to ensure consistency in the delivery of the careers programme across the college.

The college uses the Gatsby Benchmarks and Compass online self-evaluation tool to assess, develop and improve its cross college career provision. This is undertaken termly.

## **Responsibilities and Accountabilities**

### **Corporation Board**

The Corporation Board will contribute to the delivery of this policy through:

- Overseeing the statutory duties of the College regarding the provision of impartial careers guidance, ensuring that information on the full range of education and training options is offered to all students.
- A link governor who will meet regularly with the College's Careers Leader, the Enterprise Adviser and the Enterprise Co-ordinator to ensure there is a co-ordinated and coherent approach to implementing the Gatsby Benchmarks across the College. A role description details the specifics of the role. (Careers Education, A guide for college governors, July 2021)

### **Strategic Careers Lead - Director of Student Services**

The Strategic Careers Lead will contribute to the delivery of this policy through:

- Line management of the Careers team to ensure an integrated approach to CEIAG planning and delivery.
- Daily monitor

### **Operational Careers Lead - Careers Education and Careers Lead**

The Careers Lead (Operational) will contribute to the delivery of this policy through:

- Lead the team providing career guidance, advising senior leadership on policy and strategy while ensuring compliance with requirements.

- Work with the curriculum and personal development team to link their teaching to careers and lead the development of a stable careers programme.
- Monitor delivery of the Gatsby Benchmarks across the college and support the CPD of all staff responsible for delivering CEIAG.
- Ensuring that a range of cross college activities are provided for the students such as Careers Fairs and UCAS information events
- Accessible, appropriate and impartial 1-1 careers guidance interviews generating clear and concise action plans.
- Signposting to external agencies where appropriate and where specialist further help is needed.
- Ensuring that up to date Labour Market Information is available for students in a variety of accessible formats.
- Supporting the delivery of employability workshops within the college.
- Providing support with UCAS Applications and employability related activities such as creating a high quality CV and developing interview skills.
- Ensuring that a range of cross college activities are provided for the students such as Careers Fairs and UCAS information events.
- Providing targeted support to all students unsure of their next step after the completion of their current course.
- Arranging specific support for SEND students and students on HE courses within the college.
- Ensuring data is collected in the appropriate format to allow for accurate reporting.

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

The CEIAG Support Officer will contribute to the delivery of this policy through:

- Maximise bookings of career appointments through the Moodle system, ensuring weekly targets are met.
- Support the organisation of employer engagement activities and events including the annual careers fair.
- Participate in all administrative tasks for the careers team including updating the jobs board.

### **Careers Information and Advice Advisers**

The Careers Information and Advice Advisers will contribute to the delivery of this policy through:

- Contribute to the careers programme with part of their working week supporting the work of the careers team.
- Undertaking 1-2-1 careers interviews with students, supporting the UCAS application process and dealing with drop-in career enquiries.
- Assist in organisation of career events and participate in college open days.

### **Employer Engagement Officers**

The Employer Engagement Officers will contribute to the delivery of this policy through:

- Enable students to access appropriate work experience placements during the duration of their course which are relevant to the student's planned career or programme of study.

### **Heads of School**

The Heads of Schools will contribute to the delivery of this policy through:

- Work with the careers team to link teaching to careers and contribute to the development and delivery of a stable careers programme.
- Embed careers learning in each school as per the agreed timeline.

- Know where to access careers related information with the college.
- Ensure that the school staff identify vulnerable students who may need additional support in relation to the planning of their career/future learning.
- Enable students to access appropriate work experience placements during the duration of their course which are relevant to the student's planned career or programme of study.

### **Course Managers**

The Course Managers will contribute to the delivery of this policy through:

- Work with the careers team to link teaching to careers and contribute to the development and delivery of a stable careers programme.
- Embed careers learning in each subject area.
- Know where to access careers related information with the college.
- Identify vulnerable students who may need additional support in relation to the planning of their career/future learning and ensure that they are given access to the careers guidance team.
- Enable students to access appropriate work experience placements during the duration of their course which are relevant to the student's planned career or programme of study.
- Support students who are applying for University through UCAS by providing them with a reference, ensuring the accuracy of the qualifications inputted and the grades attained on their course (including additional qualifications and GCSE/Functional Skills) and providing predicted grades.

### **Pastoral Development Officers**

The Personal Development Officers will contribute to the delivery of this policy through:

- Work with the careers team to link delivery of pastoral support to careers and contribute to the development and delivery of a stable careers programme.
- Embed employability tutorials into the differentiated schemes of work for students on Level 1, 2 and 3.
- Work with the careers team to ensure that all the material used with tutorials based around employability is relevant and up to date.
- Know where to access careers related information with the college.
- Identify vulnerable students who may need additional support in relation to the planning of their career/future learning and ensure that they are given access to the careers guidance team.

### **Staff Development**

All staff are expected to contribute to the careers learning and development of students in their different roles. To meet the training needs that arise from this, a training needs analysis will be done and the careers team will contribute to CPD days in the college.

### **Stakeholders and Partners**

We recognise the importance of parents and carers as co-partners in the career development of their child and be supported in developing the confidence and capability to support their child's planning and decision-making. We provide:

- A designated area on the website for careers information for parents providing resources on progression options, useful links to specialist websites including higher education, apprenticeships and employment sites.

- Assisting parents in aiding their child to make informed decisions by providing access to latest labour market information to identify skill shortages and job opportunities in the local area.
- Information evenings on various option routes.

Links with employers, businesses and other external agencies will develop by building on local community connections; as well as through the support of the school's Enterprise Advisor through Careers & Enterprise Company. A range of external providers are invited into college to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers or staff from various projects.

## **Review and Evaluation**

The operation of the CEIAG policy within Moulton College will be reviewed by the Careers Lead and the Careers Education & Guidance Team at the end of each academic year and a report completed and presented to the Senior Leadership Team.

Information in relation to the effectiveness of the College's CEIAG will be collected from:

- Gatsby benchmark
- Matrix validation
- student feedback (following both group and one-to-one interventions)
- student destinations,
- audits
- Student Focus Groups
- quantification of interventions
- Assurance that all students have had CEIAG.



## Appendix A

### The eight Gatsby Benchmarks are:

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

## Appendix 2

### Moulton College: Careers Calendar 2022-23

Month	Activities	
September 2022	<ul style="list-style-type: none"> <li>● Induction to the Careers Hub - all new students</li> <li>● Career Guidance Interviews</li> <li>● Career Drop-In enquiries</li> </ul>	<ul style="list-style-type: none"> <li>● UCAS registration for Level 3 Year 2 students</li> <li>● Trip to University and Apprenticeship Fair at University of Northampton</li> </ul>
October 2022	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● UCAS drop-in support</li> </ul>	<ul style="list-style-type: none"> <li>● UCAS deadline for vet school applications - 15 October 2022</li> <li>● UCAS Information evening for parents/carers - date [TBC]</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
November 2022	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● UCAS drop-in support</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● Careers Fair - Wednesday 9 November 2022</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
December 2022	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● UCAS drop-in support</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
January	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> </ul>	<ul style="list-style-type: none"> <li>● UCAS deadline - 25 January 2023 at 6pm</li> </ul>

2023	<ul style="list-style-type: none"> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● UCAS drop-in support</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
February 2023	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● National Apprenticeship Week [6-10 Feb]</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
March 2023	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● National Careers Week [6-10 March]</li> <li>● International Women's Day (Employability) - 8 March 2023</li> <li>● Employability Fair [TBC]</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
April 2023	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● Ideas 4 Careers guidance interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● Work Experience Week [22 -26 April]</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
May 2023	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● HE drop-in enquiries</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● UCAS Information evening for parents/carers Level 3 Year 1</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>
June 2023	<ul style="list-style-type: none"> <li>● Career Guidance Interviews</li> <li>● Career drop-in enquiries</li> <li>● Ideas 4 Careers Guidance Interviews for SEND students</li> </ul>	<ul style="list-style-type: none"> <li>● Voluntary Week [1-7 June 2023]</li> <li>● Guest speakers/workplace visits/trips arranged by curriculum</li> </ul>

## Appendix 3

### **Moulton College: Student Careers Entitlement Statement**

The Moulton College Careers Team aims to provide good quality, impartial and confidential Careers Education, Information, Advice and Guidance (CEIAG) to both current and prospective students and their parents/carers. It aims to offer students external perspectives beyond college, raising ambitions and overcoming barriers to success. Moulton College is committed to achieving the Gatsby Benchmarks through a well-planned careers programme for all students.

#### **As part of the careers programme all students will receive:**

- A college 'induction programme' highlighting CEIAG opportunities available at the college, the location of the Careers Hub and an introduction to the Careers Team.
- Access to the opportunity of having a one-to-one careers guidance interview with fully qualified and experienced careers advisers providing confidential and impartial advice and guidance. All SEND students will have a careers guidance interview with a careers adviser from Ideas 4 Careers who specialise in high needs careers support.
- A written personal action plan with SMART (specific, measurable, achievable, realistic and time driven) career and educational goals is provided after the careers interview.
- Access to the designated careers area on Moodle providing access to specialist career software packages and links to employability websites including the National Careers Service and iCould.
- Knowledge and understanding of post 18 options including training, further and higher education, apprenticeships and employment opportunities.
- Access to the Careers Hub for general careers advice enquiries and support from the careers team on job searching, application forms, CV writing and interview techniques.
- Expert guidance on the UCAS application process including support with writing personal statements and support with the application process for student finance.
- A CEIAG/employability tutorial programme delivered by Pastoral Development Officers in PSHE tutorials.
- Opportunities to participate in work experience relevant to their subject of study. The Employer Engagement Officers assist and support students locate work experience and complete the necessary documentation required for the placement.

- The opportunity to attend career/employability based events such as Careers Fairs, UCAS Information Events and other activities for National Careers Week and National Apprenticeship Week. (Details of events are on the careers calendar 2022-23).
- The opportunity to participate in individual school career days, career talks from visiting speakers on a variety of topics and visits to employers and other education training organisations.
- An understanding and overview of the range of job sectors available through curriculum links.
- Access to current labour market information that will aid career pathway planning

**As a result of the CEIAG programme students will be able to:**

- Understand the importance of developing personal skills and be aware of their own strengths, weaknesses and barriers, with a view to building on strengths, improving weaknesses and finding possible solutions to barriers through tutorial support, self-evaluations and guidance from careers professionals.
- Define the range of options and opportunities available at the end of their programme and understand what is required in order to pursue these opportunities through effective labour market information and careers guidance intervention.
- Complete course applications, job applications and write a CV to a high standard according to their industry requirements.
- Investigate programmes of further study and progression routes within their chosen field and make informed career decisions based on current and specific labour market information.
- Understand and appreciate the value of work/commercial experience and how this can support their progression into employment or further study.

Updated August 2022