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STUDENT CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

1. INTRODUCTION

1.1. Leicester College is committed to supporting the wider community to be economically active by offering relevant and inclusive learning opportunities and changing lives. We will do this by being responsive to business needs, ensuring students have core employability skills, and by providing students and prospective students with high-quality, inclusive and impactful Careers Education, Information, Advice and Guidance (CEIAG) to give them the best possible opportunity to fully engage with, and progress in learning and work.

2. OBJECTIVE

2.1. This policy aims to provide a transparent framework which promotes informed choices and focuses on successful learning, life and work outcomes. The College will do this by:

- Supporting students in exploring and understanding their strengths, interests and aspirations.
- Providing accurate, impartial and up-to-date information about education, training and employment opportunities that meet local and national skills needs
- Equipping students with the skills and knowledge needed for effective career planning and decision-making
- To foster relationships with employers, industry professionals and other stakeholders to enhance the relevance and currency of our advice and guidance.
- Providing a service that actively promotes the Gatsby Benchmarks ensuring compliance with the Government Careers Strategy.

3. POLICY STATEMENT

3.1. 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, Gatsby Benchmarks and Ofsted.

- 3.2. **Accessibility and Visibility** - we aim to provide recognised and trusted CEIAG services which are publicised, signposted and made available to the wider community at times and venues which suit their needs. Information will be supplied in various formats to ensure accessibility.
- 3.3. **Professional and Knowledgeable** - our teams have the expertise, knowledge and skills to effectively identify and respond to customers' needs and, signpost or refer them as necessary to suitable alternative services. Our qualified staff are committed to training and development to continually update their skills and knowledge.
- 3.4. **Effective connections** – we take account of students' previous experiences before coming to us to ensure a smooth informed transition to their learning programme. If necessary, students are signposted to suitable alternative services if we cannot meet their needs and we actively support them in that transition. We offer timely IAG to students to ensure they are able to access their next steps be that internally or externally on their pathway to learning or work. The College builds strong partnerships with schools, other FE providers, alternative providers, external agencies, the Local Authority, parents and carers to ensure a wholistic joined up approach to student careers and education support.
- 3.5. **Availability, Quality and Delivery** – our CEIAG services are targeted to the needs of the individual, available at a time and place most convenient to the student. Interventions are recorded to ensure continuity and oversight from both student services and curriculum. Our services are internally and externally quality assured taking account of ongoing feedback. We are Matrix accredited to ensure quality and inform continuous service improvements.
- 3.6. **Diversity** – we recognise and embrace the individual differences and needs of all our students and provide a range of services to ensure our offer is inclusive. We have a diverse team who reflect the students and the communities we serve.
- 3.7. **Impartial** – our CEIAG services support individuals to make informed choices, on study programmes and progression routes, based on their needs, interests and circumstances. We refer and signpost students internally and externally to ensure they can access the right programme to meet their needs.
- 3.8. **Responsive** – our CEIAG services offer reflect present and future needs and take account of the local and regional labour market demands.
- 3.9. **Friendly and welcoming** – we provide services which encourage individuals to successfully engage with us.
- 3.10. **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.
- 3.11. **Awareness** – we ensure customers are aware of the relevant CEIAG services available to them and have an informed expectation of those services. The college will ensure that there is an appropriate offer 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.

4. MODES OF DELIVERY

- 4.1. Good careers guidance is critical if young people are to raise their aspirations and capitalise on the opportunities open to them. All students have the opportunity to access FREE impartial careers guidance, pre-course, on-course and exit. The College Careers Advisers have a responsibility for providing careers guidance for 16–18-year-olds and pre-16 cohort. The National Careers Service are responsible for providing careers guidance to 19+ learners. Both services work for the benefit of the student to help them make well-informed realistic decisions and to effectively manage their transitions.
- 4.2. CEIAG is delivered across the student journey from pre-entry course information and advice on post-16 pathways to on-course and progression information, advice and guidance. Leicester College employs qualified careers advisers across the campuses who are available to internal and external students and customers.

5. RESPONSIBILITIES

Governors

- 5.1. The Governing Body will ensure that the College has a clear policy on CEIAG and will ensure:
 - That the policy is based on the Gatsby Benchmarks and national guidance
 - That there is a member of the Governing Body who takes a strategic interest in CEIAG
 - That the College meets statutory requirements.

Careers Leader

- 5.2. The Careers Leader is responsible for the policy development and resources to provide qualified careers guidance at Leicester College. This role supports the vision and direction of the careers provision with the Careers Strategy group.
- 5.3. They will ensure the provision of CEIAG at Leicester College is of high quality and meets all external requirements including the College's funding agreement to provide impartial information, advice and guidance which is externally quality assured (Matrix Quality Standard)
- 5.4. The Careers Leader will support Directors of Curriculum, Heads of Service and Programme Area Managers to develop careers programmes throughout the student journey which support students to grow throughout life, explore possibilities, manage careers, create opportunities, balance life and work and see the big picture (Career Development Institutes' Careers Development Framework)
- 5.5. They will lead and manage the careers teams to support them in planning

bespoke activities for students. This includes supporting the quality of the service ensuring it meets the Gatsby Benchmarks and the Matrix Quality Standard.

College responsibilities

- 5.6. A range of opportunities to engage students in careers learning should be embedded throughout curriculum including Personal Development tutorials, main curriculum delivery, work experience and throughout a range of enrichment activities including careers/industry expo events, guest speakers and competitions.

6. QUALITY ASSURANCE

- 6.1. The Service has robust quality assurance processes and is evaluated by:

- Regular reviews of CEIAG against standards
- Conducting regular internal reviews of the quality of CEIAG through student surveys, Ofsted judgements, Matrix Assessment and Compass Tool.
- Monitored and reviewed as part of the College's self-assessment, business planning and operating statement processes.
- The Career Development Plan is updated on an annual basis, helps review and monitor every aspect of delivery and includes up to date information on career interventions.

7. LINKS TO OTHER COLLEGE POLICIES

- 7.1. This Policy should be read in conjunction with the following policies and documents:

- Parents and Carers Engagement Policy
- Student Experience Strategy
- Student and Apprentice Personal Development Policy.

8. COMMUNICATION AND REVIEW OF POLICY

- 8.1. This Policy will be published on the College Intranet/College's website and will be reviewed every three years or more frequently if required.

- 8.2. This Policy will be reviewed by the College's Careers Strategy group.