

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

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1. Aims

Wiltshire College and University Centre (WCUC) CEIAG aims to:

- Provide an inclusive planned programme of careers education guidance activities
- Help learners identify their skills, qualities, and goals.
- Motivate and inspire learners to take responsibility for their chosen pathways and support progression into positive destinations
- Raise aspirations and encourage independence
- Promote social mobility by providing information about the full range of opportunities available and supported by up-to-date high quality LMI
- Promote equality, diversity, and inclusion through challenging stereotypes.

2. Scope

This policy relates to:

- All students currently attending WCUC
- Enquiring students, applicants, alumni, and parents/guardians
- Apprentices
- Employers
- All staff involved in the delivery of careers guidance, teaching, enterprise, work experience and employability.

3. Careers Programme

The Careers programme will be delivered through a combination of methods, including PSD, Curriculum, ESOL and Pathways.

WCUC will host events such as career fairs, mock interviews, exclusive UCAS appointments, H.E. fairs and trips and Apprenticeship webinars.

To enable WCUC to track career's activities and employer engagement we will use an internal recording system so students and staff are aware of the student's achievement.

4. Aim

- The programme will focus on the student being ready for progression, by offering opportunities to develop their skills and understanding for their next step.
- To support students with the necessary decision-making skills
- To ensure there is a range of opportunities for education providers to access WCUC students during the academic year, for the purpose of informing them about educational qualifications and apprenticeships.

5. Statutory Responsibilities

The college is committed to fulfilling its statutory duties in relation to CEIAG. FE Colleges are obliged to have in place an Independent Careers Guidance Team to provide their students

with information in relation to careers education and opportunities in line with The Gatsby Charitable Foundation's Benchmarks (Appendix A).

6. Policy Statement

This policy relates to the delivery of Careers Education, Information, Advice and Guidance. The College's aim is to ensure students can maximise their college experience and fulfil their potential. To support this aim, WCUC Careers Programme will provide information, advice, and guidance throughout their journey to enable future pathway choices.

- All students attending a study programme at WCUC are entitled to make use of the CEIAG provision.
- Full-time Further Education courses will have a programme of CEIAG embedded within the curriculum.
- All students have access and an opportunity for to one-to-one support within the college, use of the Careers resources and access to the Careers SharePoint Page.
- Students will have access to up-to-date Labour Market Information.

The information for how to contact the careers team is advertised within the college for staff and students and available for parents/guardians on the external website.

All College students will have the offer of a career's guidance interview. The Careers Team will target groups of students who may need additional help to access this service such as those with an EHCP and Looked After Children.

The PSD and tutorial programmes will supplement the curriculum by integrating employability tutorials into the delivery plan.

Higher Education and Apprenticeship students will have use of the Careers Hub, access to the career's advice provided by the college and the careers area on SharePoint.

Work experience is expected to be undertaken by most students.

7. Roles and Responsibilities

Governing Body

The Governing Body will contribute to the delivery of this policy through:

- Ensuring that policies, procedures and monitoring systems are in place to support CEIAG
- A linked Governor to the Careers Programme

Careers Lead – Vice Principal Curriculum and Student Services and Director of Student Services and Safeguarding

The Careers Lead will contribute to the delivery of this policy and update strategic careers lead through:

- Line management of the Careers team to ensure an integrated approach to CEIAG planning and delivery.
- Approve the college programme of CEIAG and quality assure all aspects of delivery.

Careers Leader

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

- Leading the team providing career guidance, advising senior leadership on policy and strategy while ensuring compliance with requirements.
- Working with the curriculum and pastoral teams to link their teaching to careers and employability.
- Leading the development of a stable careers programme.
- Monitoring delivery of the Gatsby Benchmarks across the college and supporting 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.
- Working proactively with the College Learning support team, local authority and careers advisors to ensure that careers education and guidance is accessible to vulnerable and SEND students that aids progression and encourages aspiration.

Careers Advisors

The Careers Advisors will contribute to the delivery of this policy through the provision of:

- 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.
- Providing specific support for SEND students and students on HE courses within the college.

Head of Faculty/Department

The Head of Department/Faculty will contribute to the delivery of this policy through:

- Ensuring sufficient course information and advice is available to enable students to make the correct choice on application
- Work with the careers guidance team to link teaching to careers and contribute to the development and delivery of a stable careers programme.
- Know where to access careers related information with the college.
- Working with Marketing and Careers to provide knowledge of course content and delivery
- To ensure our students are aware of the importance of English and maths in their career pathways.
- Ensuring that staff identify vulnerable students who may need additional support in relation to the planning of their career/future learning.

- Ensuring students are able 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.
- Challenging stereotypical thinking and embrace equality and diversity
- Raising the aspirations of all learners to ensure positive progression opportunities.
- Ensuring the students achievement of the Careers programme by providing employer encounters, supporting the achievement of Work Experience and facilitating educational encounters.

Tutors and Lecturers

Tutors and Lecturers will contribute to the delivery of this policy through:

- Linking lessons & activities to the appropriate outcomes in the Scheme of Work.
- Work with the careers guidance team to link teaching to careers and contribute to the development and delivery of a stable careers programme.
- Embedding careers learning in each subject area.
- Knowing where to access careers related information with the college.
- Promoting the CEIAG provision and resources.
- Identifying vulnerable students who may need additional support in relation to the planning of their career/future learning and ensure that they are able to access the careers guidance team.
- Supporting 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 resits) and providing predicted grades for the UCAS form where needed.
- Working closely with careers staff to ensure the best progression outcomes and opportunities for all learners.

Wessex Inspiration Network (WIN)

WIN Advisors will contribute to the delivery of this policy through:

- Providing training for college on UCAS application processes, higher education updates including finance.
- Supporting with Higher Education sharepoint page
- Providing training for college staff on Career Pilot and pathway planner
- Working closely with Year 3 level 2 Tutor Leads.
- Working closely with Careers Department and support arranging specialist events in Higher Education and to complement the careers timeline.
- Mentoring and careers guidance of Uni Connect postcode 'WIN students'
- Raising awareness and support of widening participation students
- Arranging events and to support the awareness of higher education.

Work Experience Team

The Work Experience Team will contribute to the delivery of this policy through:

- Ensuring the colleges work experience programme supports the curriculum staff and tutors in their development work with students.
- Ensuring a clear focus on development of employability skills as well as experience.
- Working closely with the Careers Department and support arranging specialist events that support employability.

- To support the achievement of Gatsby Benchmark 6.

Admissions

Admissions Advisors will contribute to the delivery of this policy through:

- Ensuring all learners are supported through their application and enrolment where the college will confirm that learners are enrolling on the right programme by providing further CEIAG.
- Supporting signposting to Careers Advisors, Heads of Departments or external agencies to support aspirations.
- Scheduling appointments for the NCS programme

Management Information Services - MIS

The MIS Department will contribute to the delivery of this policy through:

- Collecting & maintaining accurate student destination data for each learner after they leave college.
- Providing reports to share data with the relevant Local Authority to support learner transition and destinations.

8. Staff Development

Staff will receive regular training on any changes to policies that affect the delivery of Careers Education Information Advice and Guidance via staff development days

All staff will have access to a dedicated page on SharePoint where materials, digital CPD opportunities and links will be shared to support staff development.

9. Stakeholders and Partners

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

We recognise the importance of parents and carers in their child's career development. The website has a designated area for careers information for parents which is updated regularly with resources, useful links and the latest labour market information.

10. Linked Policies and Documents

This policy should be read and considered in conjunction with the following policies and documents:

Internal

- Admissions
- Data Protection
- Health and Safety Framework

- Safeguarding
- Prevent
- Staff Development
- Fees, Fee concessions and Learner Support Funds
- Quality Policy
- Compliments, Comments and Complaints
- Equality, Diversity and Inclusion Policy and Procedure

External

- Gatsby Charitable Foundation Benchmarks
- Ofsted Common Inspection Framework (2023)
- DfE Careers Guidance for FE Colleges and Sixth Form Colleges (January 2023)

11. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

12. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

13. Policy Review and Ownership

This policy and procedure are owned by the Careers Leader. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness. The document is managed by the Curriculum and Customer Support Team Leader.

14. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	19/09/2023	Approved by SLT	Jo Grenfell

Appendix A – Gatsby Benchmarks

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.