

## Wakefield College

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

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services (Careers Leader)

**Approving Body:** Executive Team

#### 1. Purpose

The college's mission statement "Transforming lives through learning...by enabling young people, adults and employers to fulfil their potential" can be achieved only if the learning is supported by high quality CEIAG that enables students to develop aspirational but achievable progression plans and equips them with the skills to carry these out. This document states the college's commitment to students with regards to CEIAG and in line with all current national legislation – including the DfE Careers Strategy (2018) and has regard for the subsequent Gatsby Benchmarks.

#### 2. Context

It is part of the College's vision that students are supported in choosing appropriate pathways and in developing the skills needed to manage their careers, sustain employability skills and behaviours and achieve personal and economic well-being throughout their lives. Careers education, information, advice and guidance is a whole college responsibility with teaching and support staff being involved in CEIAG; whether through supporting work placements, supplying advice and information on course and employment opportunities, or providing learning or tutorial support to facilitate employment skills and behaviour development. Course Information staff, who are generally qualified to Level 6 in IAG, are often the first point of information and advice for prospective students.

CEIAG consists of three essential and distinct components:

- **Careers Advice & Guidance**

A means of helping individuals to apply their knowledge, skills and information to make realistic choices and appropriate decisions about current and future options, and to form an effective individual action plan towards achieving their objectives.

- **Careers Education**

A means of helping individuals to apply their self-knowledge to the various opportunities in education, training and employment in relation to their future plans. It helps an individual

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

to develop the skills necessary to obtain and analyse information, to be realistic about personal capabilities and aspirations and to make informed decisions about future career options. Careers education is provided through a stable and progressive programme that is an integral part of the wider curriculum.

- **Careers Information**

Online or print resources providing information on learning and work, including employment, apprenticeships (including higher degree apprenticeships), educational programmes, training, voluntary and other personal development opportunities, and financial support.

*Definition of Career – an individual’s path through life, which could include personal development, employment including supported employment, education, career break, training, time off, unemployment and voluntary activities.*

The College meets its requirements to secure independent and impartial careers guidance in line with current legislation through activities that include meaningful encounters with other educational organisations and employers, such as:

- access to and/or co-location with other agencies, currently the National Careers Service
- the organisation of the College’s Next Steps Fair - featuring a wide range of visiting speakers from universities (and employers), alongside visits to and from other HE institutions
- guest speaker talks by and visits to local and national employers
- access to relevant careers related software programmes and websites
- membership to the Careers Enterprise Company (CEC) Enterprise Adviser Network (EAN)

### 3. Policy

#### 3.1 Statement of Aims

The college is committed to providing a high quality, impartial and professional CEIAG service accessible to all potential and current students. This service enables clients to make informed and realistic decisions about their education, training and career needs, whilst also encouraging them to achieve their personal potential. The college will:

- a) Provide high quality, impartial and professional careers information, advice and guidance in line with national guidelines and regulations, delivered by clearly identified, named and qualified careers staff employed by the college as well as from an appropriate careers company, e.g. National Careers Service.
- b) Provide a careers information, advice and guidance service accessible to all prospective and current FE and HE students.
- c) Ensure that College FE and HE students benefit from a stable and well-planned careers education programme that helps them develop their progression plans. The delivery of which comes from relevant college staff who are trained to deliver this programme – including the College careers team, the HE Student Experience team and programme area teachers.

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

- d) Provide up-to-date, accurate and comprehensive careers information and resources for current students, including up to date labour market information (LMI).
- e) Promote and raise the profile of CEIAG, including the role of Careers Advisers and the services they provide, throughout the college and in the local community.
- f) Manage the college's UCAS Apply system and provide support to students and staff.
- g) Monitor the effectiveness and quality of the college's CEIAG provision through regular evaluation and review with feedback from students, staff, parent/carers and employers.
- h) Maintain and review a service level agreement with the National Careers Service (or equivalent service) to provide support for students aged 19+ at the college.
- i) Implement and review protocols for partnership working with any other organisation(s) providing careers information, advice and guidance on the college's premises.

### 3.2 Careers Guidance

Careers guidance will be available and accessible to current and prospective students via individual guidance interviews and a drop-in service. The guidance available will:

- be delivered by clearly identified, named and qualified careers staff employed by the college as well as from the local careers company
- be delivered in an appropriate, confidential setting with access to IT and a phone
- be available at the point of need
- be recorded in a professional manner
- be available to individual students within their individual career records
- be appropriate to the needs and abilities of clients
- be impartial, clear and transparent
- be up-to-date, accurate and reliable
- be informed by labour market information (LMI)
- promote equality of opportunity, challenge stereotypes and raise aspirations

Each careers guidance interview will help clients to:

- agree their guidance, advice and information needs
- feel comfortable with discussing the personal information required while being aware of the limits of confidentiality
- identify, explore and discuss all opportunities available to them
- identify other sources of information to help them
- produce a realistic career action plan, where appropriate
- identify other sources of guidance and support and make referrals if appropriate

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

### 3.3 CEIAG Student Entitlement

The DfE Careers Strategy (January 2018) provides statutory guidance for all Colleges to ensure students have access to a stable careers programme and impartial CEIAG that is aligned to the Gatsby benchmarks. The Careers policy, alongside the College Careers' Strategy which includes the 'Student Careers Entitlement', help to ensure that Wakefield College meets statutory requirements – see Appendix 1.

### 3.4 Careers Education

Careers education will help students to:

- a) understand themselves better and develop their abilities to:
  - identify personal strengths, weaknesses and values
  - reflect on their own interests and skills in relation to careers opportunities
  - reflect on their work-related skills and behaviours
  - describe what they can achieve as an individual
  - develop skills in self-reliance and self-presentation
  - develop individual learning and team-working skills
  - explore and deal appropriately with issues such as equal opportunities, harassment and health & safety
  
- b) investigate careers and opportunities available, and enable them to:
  - gain experience and an understanding of the world of work
  - understand the changing pattern of work, careers and the labour market
  - recognise the value of different qualifications for their future
  - identify the relative advantages and disadvantages of different education and training routes
  - effectively collect and research information as part of the career planning process
  - explore work placement opportunities
  
- c) produce and implement career plans, and make decisions by:
  - identifying opportunities and their implications for them as individuals
  - deciding on necessary and realistic steps to move forward
  - discussing their ideas with relevant people and justifying their career decisions
  - making realistic plans to implement these decisions
  
- d) manage transitions to new situations by:
  - making use of help and support offered
  - reviewing previous experience and how to adapt it to a new situation
  - identifying the skills and strategies required to successfully adapt to new situations

The Careers Team contribute to and support other college staff (e.g. pastoral tutors, subject tutors, Curriculum Heads, work placement team etc) in the planning, development and delivery of a comprehensive careers education programme for all students across the college.

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

### **3.5 Careers Information**

Careers information at Wakefield College is a mixture of commercially bought and publicly available resources along with bespoke information produced by the Careers Team. It includes a range of careers software to help students with their career planning. The resources and information will be made available through IT systems and/or in print form at each Wakefield College campus. It will be up-to-date, appropriately informed by LMI and accessible to all current students. The Careers Team will quality-check and review these resources on a regular basis. The Careers Team will promote the use of such information resources across College.

## **4. Monitoring and Review – Performance Indicators**

### **4.1 Careers Guidance**

- a) Number of prospective students:
  - i) taking up a pre-entry careers guidance interview and
  - ii) subsequently applying to college
- b) Number of current students:
  - i) taking up a career's guidance interview – by careers adviser, interview type, study level, programme area, gender, month, etc.,
  - ii) capturing student, parent/carer, staff and employers' feedback of careers guidance experiences, through various procedures

The Head of Student Experience and Support Services (Careers Leader), in consultation with other managers and college teams, will monitor college progression rates and provide UCAS and direct application destination information of college students progressing into HE.

### **4.2 Careers Education**

- a) Number of groupwork sessions delivered by the Careers Team overall and by programme area

The Careers Team will also assist in reviewing and updating the careers education programme delivered in each programme area.

### **4.3 Careers Information**

- a) Careers information, produced by the Careers Team, reviewed and updated annually.

### **4.4 Promoting CEIAG**

- a) Records of participation in and contribution to CEIAG related College meetings, working groups and events/activities.
- b) Records of communication of information to College staff via intranet news items, e-mails, memos and other appropriate means from the college Careers Team

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

- c) Records of communication of information to College students via Moodle news items, Careers Moodle page, e-mails, text messages and other appropriate means from the college Careers Team

#### 4.5 Staff development

- a) Records of Careers Team attendance to CPD events and other related training
- b) Records of Careers Team assistance with CEIAG CPD events for College staff
- c) Records of Careers Team agendas/meetings

#### 4.6 Evaluation

- a) Evaluation of careers guidance is conducted in the following ways –
  - a. Monthly ProMetrix data capture of Careers statistics
    - i. Shared with SLT, HoDs and Governors at relevant meetings
  - b. Careers team peer support sessions
  - c. Careers team and end of year careers review meetings – minutes recorded
  - d. Paper based and email CEIAG student feedback
  - e. ProMonitor quality checks – conducted by Careers Leader
  - f. Next Steps Fair evaluation is collected, analysed and acted on, where appropriate
  - g. UCAS evaluation is collected, analysed and acted on, where appropriate
    - i. Shared with SLT and HoDs and Governors at relevant meetings
  - h. CEIAG student groupwork sessions evaluation
  - i. Achievement and continued retention of the Matrix standard award
  - j. Parent/Carer/Employer themed events
  - k. Attendance to careers team meetings by the careers lead Governor
  - l. DfE FE Compass online evaluation tool
  - m. Quality standards – Matrix Standard and Quality in Careers Standard (QiCS)

### 5. Quality Standards

Standard	Measure
Careers staff are appropriately trained and qualified e.g. QCG/DipCG, NVQ4/Level 6 in Advice & Guidance, their knowledge is up-to-date, and practice monitored and reviewed	HR records CPD logs/appraisal records Peer support observations Team meeting minutes
Clear procedures for careers interviews, groupwork sessions etc and the recording of these are in place	Copy of procedures, statement of service etc produced and reviewed annually
Feedback and evaluation from clients is followed up	Evaluation forms and analysis are acted on to improve the service where feasible and appropriate

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

All clients to see a Careers Adviser within 2 weeks of request/referral	Client records and appointments recorded within ProMonitor/ProSolution
Clients receive a careers summary action plan (ProMonitor)	Client records individually evidenced within ProMonitor or ProSolution.
Client records are accurate, maintained and stored correctly	Client records individually evidenced within ProMonitor or ProSolution. Record-keeping adheres to provisions of GDPR, with written records securely stored.
Careers information and resources are accurate, up-to-date, informed by LMI, appropriate and conform to Equal Opportunities requirements	Annual review of information and resources by appropriate staff, with careers information amended or new careers information produced because of changes, demand and usage.
Protocols for partnership working with other organisations providing careers information, advice and guidance on the college's premises are adequate, appropriate and of the required quality	Protocols with identified organisations negotiated, and, where appropriate, formally signed, reviewed regularly and documented
National Matrix standard award	Award is currently held (retained April 2016 for Careers and Course Information) and is to be maintained through 3-yearly assessments
Quality in Careers Standard (QiCS)	The College is currently working towards achieving the QiCS, with support from Prospects
Compass online tool	Careers Leader will complete the FE Compass online tool, once it is released. This evaluation process will be repeated on a ½ termly basis

**Review Cycle:** Every 3 years

**Next Review Date:** October 2021

**Person Responsible:** Head of Student Experience Support Services

**Approving Body:** Executive Team

# Wakefield College Student's Careers Entitlement



Wakefield College is committed to ensuring each student is able to make informed career decisions. We are dedicated to each student understanding the full range of opportunities available to them upon completion of their Studies. This is supported through learning from employers about work and the skills that are valued in the workplace and by having first-hand experience of the workplace.

To help meet this commitment we have developed the following Student Careers Entitlement -

What you can expect from us	What does this look like	Check
<ul style="list-style-type: none"> <li>• A comprehensive Careers programme</li> </ul>	<ul style="list-style-type: none"> <li>• Impartial information and professional advice from our Careers service within Student Central</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Guidance supported by labour market information</li> </ul>	<ul style="list-style-type: none"> <li>• A College calendar of career focussed activities including:</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Support for your individual career goals</li> </ul>	<ul style="list-style-type: none"> <li>• Careers events / Progression activity</li> <li>• CV Workshop &amp; mock interviews / Mentoring</li> <li>• Employer delivered workshops</li> <li>• Business and enterprise activity &amp; competitions</li> </ul>	✓
<ul style="list-style-type: none"> <li>• A relevant curriculum aligned to prepare you for employment</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum planned to progression opportunities</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Experiences with employers and employees</li> </ul>	<ul style="list-style-type: none"> <li>• Course delivery aligned to employment skills, knowledge and behaviours</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Experiences of the wider world of work</li> </ul>	<ul style="list-style-type: none"> <li>• Fully supported UCAS process</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Experiences relating to progressing to further and higher education</li> </ul>	<ul style="list-style-type: none"> <li>• Individual tutorials mapped to your learning and career journey</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Personal tailored advice</li> </ul>	<ul style="list-style-type: none"> <li>• Online resources accessible through Moodle</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Transition programme for all Level 3 students</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Tailored tutorials to labour market information</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Employment skills and behaviours assessed for starting points</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Target setting relating to your career goals</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Frequent ILPs with focus on your career aspirations</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Visits to workplace</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Guest speakers from industry</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Live curriculum projects</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Work placement opportunities with highly regarded employers</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Support with job applications, interview practice and CV development</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Realistic Working Environments</li> </ul>	✓

Review Cycle: Every 3 years  
 Next Review Date: October 2021  
 Person Responsible: Head of Student Experience Support Services  
 Approving Body: Executive Team