

## Policy Title

Careers Education, Information, Advice and Guidance

| <b>Written by:</b>         | <b>Equality Impact Assessment:</b> | <b>Date of Policy:</b> | <b>Date of last review:</b> |
|----------------------------|------------------------------------|------------------------|-----------------------------|
| Author: <i>Kevin Burns</i> | <i>Date: October 2018</i>          | <i>October 2018</i>    | <i>November 2020</i>        |

## 1.0 Policy Statement

- 1.1 Bishop Auckland College and South West Durham Training (thereafter to be termed 'the Organisation') sets its own Careers Education, Information, Advice and Guidance Policy in line with the mission, vision and values of the Organisation. The Organisation is committed to ensuring that high quality, timely, accurate and impartial careers education, information, advice and guidance is provided to support young people and adults to make informed decisions and realistic choices about their future plans and to help them develop skills with which to prepare for progression into further study or employment. Careers education, information, advice and guidance will support the Organisation's strategic objectives as appropriate including retention, achievement and progression.
- 1.2 The Organisation will provide careers, education, information, advice and guidance that meets:
- The DfE – Careers Guidance & Inspiration for FE and 6<sup>th</sup> Form Colleges
  - National Career Benchmarks for Good Careers Guidance – Gatsby
  - Ofsted Education Inspection Framework (EIF)
  - The Quality in Careers Standard
  - Career Development Institute (CDI) code of ethics
  - QAA Code of Practice for Higher Education (HE)
- 1.3 For courses of HE provided by the Organisation and HE courses provided in partnership with the University of Sunderland, the Organisation works to the QAA Codes of Practice for the provision of careers education, information, advice and guidance.
- 1.4 The College will provide a careers education, information, advice and guidance service that is:
- Impartial, client centred and free from institutional bias
  - Accessible and available
  - Confidential
  - Delivered by appropriately qualified and experienced staff
  - Quality assured
  - Forward thinking, responsive and innovative
- 1.5 The Organisation is committed to Equality and Diversity, its Disability duty and its duty of care for students studying at the Organisation and members of the community accessing careers education, information, advice and guidance.

## 2.0 Scope of the policy

- 2.1 For the purpose and provision of careers education, this policy relates to:
- All students studying on full time, part time, apprenticeship and HE programmes at the Organisation
  - Any member of the community who seeks access to impartial careers, education, information, advice and guidance

## 3.0 Definitions

- 3.1 CEIAG – Career Education, Information, Advice and Guidance  
3.2 IAG – Information, Advice and Guidance  
3.3 CPD – Continuous Professional Development  
3.4 HE – Higher Education

- 3.5 DfE – Department for Education
- 3.6 CDI – Careers Development Institute
- 3.7 QAA – Quality Assurance Agency

## 4.0 Careers Information

- 4.1 Careers information supports the delivery of both individual CEIAG and careers education by providing access to a range of up to date information in a variety of formats.
- 4.2 The Organisation will provide open access to career related resources and online information for CEIAG which meets the requirements of the Education Act.

## 5.0 Careers Information, Advice and Guidance

- 5.1 Careers information, advice and guidance is provided on an individual basis through an open door policy at both the Organisation and in its community venues by arrangement. All interviews are confidential, impartial and free from bias. Services at the Organisation are provided via both a drop in service for information and advice and appointments for careers guidance. Services in community locations are by appointment only.
- 5.2 For our students, careers advisers are linked to each curriculum area to provide a seamless service for referrals for students at key decision points, pre entry, on course (including students at risk of leaving their course) and exit careers information, advice and guidance, supporting achievement and enabling progression. All career interventions with our full time students are documented by the Careers Advisers on 'E-tracker'.

## 6.0 Careers Education

- 6.1 Full time students  
All full time students will receive a structured programme of careers, education and guidance that meets the learning outcomes of the DfE Guidance for FE Colleges.

Provision is agreed at course level through discussion with the curriculum manager/course tutor and delivery is planned to ensure it is responsive to meet the needs of students and support course objectives in addition to overarching frameworks.

- 6.2 Part time students  
Careers Education for part time students is identified as – appropriate courses that have clear progression routes at higher levels. Students on appropriate courses will be provided with an introduction to services available and progression presentations.

Students also have access to the Organisation's careers team for individual careers advice and guidance.

- 6.3 HE students  
All students studying on a programme of higher education under the Organisation's partnership arrangements with the University of Sunderland or studying on the Organisation's own HNC/HND courses, will be provided with an introduction to the careers service available and progression presentations.

In addition to the services offered by the Organisation, foundation degree students also have access to staff from the University of Sunderland for individual careers advice and guidance. All services are offered in line with the QAA Code of Practice for HE.

- 6.4 Work Based Learning  
All students studying on an apprenticeship programme with the Organisation will be provided with an introduction to services available.

Students also have access to the Organisation's careers team for individual career advice and guidance.

## 7.0 Management

- 7.1 CEIAG is managed by the Head of Admissions, Careers, Marketing & School Liaison and is embedded within strategic planning documents linked to operational and quality improvement plans. Financial resources are allocated within a central budget and reviewed annually.
- 7.2 Management of the services is reviewed through regular review and planning meetings and the service delivery is monitored and improved through user feedback and formal and informal staff feedback. Careers Education provision is regularly audited to ensure that provision meets both students' needs and associated learning outcomes.
- 7.3 A framework for practitioner observations is in place within the Organisation to ensure both consistency and high quality provision is maintained. Staff also attend mandatory CPD to ensure currency in skills practice.
- 7.4 This policy is developed with appropriate staff involved in the delivery of CEIAG and is reviewed annually. All policies are subject to the approval of the Senior Leadership Management Team, which is also attended by a Student Ambassador.
- 7.5 Copies of this policy are available to parents, carers, students and partners of the Organisation, on the website or on request.

## 8.0 Related documentation

- 8.1 Single Equalities Scheme
- 8.2 QAA Code of Practice for the HE
- 8.3 The Quality in Careers Standard
- 8.4 DfE Careers Guidance and Inspiration
- 8.5 Education Act
- 8.6 National Career Benchmarks – Gatsby
- 8.7 Ofsted Education Inspection Framework
- 8.8 The CDI Code of Ethics
- 8.9 The Strategic Priorities.

**For further information contact:**

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