

## Careers Guidance Policy

### 1. Introduction

- 1.1 The purpose of this policy is to enable our students to make impartial, informed, balanced and appropriate decisions about many key areas of their future development, progression and career pathway.

It is the policy of City College that all students, regardless of their race, class, gender, faith or special educational needs shall be given the opportunity to make educated decisions about their future options and sustain employability throughout their lives. It is critical that students and parents understand the career progression pathways.

Careers Education Information Advice Guidance will respond to the suggested learner outcomes following guidance from the Careers Development Institute Careers Framework 7-19 (2015), The ACEG Framework for Careers and Work Related Education, The Education Act 2011 and the revised DfE Careers Statutory Guidance for Schools (March 2015) and any other relevant guidance from DfE, CDI, Quality in Careers Consortium, Careers England, National Careers Service and Ofsted that appears from time to time.

### 2. Scope of this policy

- 2.1 This policy will apply to all staff and students of the College.
- 2.2 This will apply to all College systems and website.

### 3. Principles

- To ensure that impartiality is maintained in the advice given
- To ensure students have a positive experience of IAG
- To ensure that students have access to up-to-date impartial information and guidance facilities and resources including websites and social media
- To ensure that CEIAG is a key focus within tutorial programmes using the 3 E's Work Readiness Plan

### 4. Other relevant sections

#### 4.1 Aims of CEIAG:

- To equip students with the necessary decision making skills about future progression and their destination when they leave City College
- To give opportunity for maximum exploration of future careers including work experience opportunities where possible
- To work with students at interview to review their end destination
- To provide opportunities for students to access LMI data and resources

- Work with Student Support and Curriculum to ensure that careers related enrichment activities continue to enhance the broader curriculum
- Review annually the policy, taking into account the SAR and QIP.

#### **Our Commitment:**

The College will:

- Maintain its status as a holder of the Matrix Accreditation
- Make available CEIAG support through the services of Tutors; advice given by the Futures team; Curriculum Area Staff, and Business Development Officers;
- Enable students to make informed choices about education, training and career progression;
- Include in the tutorial programme opportunities for careers related decision making (3 E's: Employment, Enhancement and Enrichment Work Readiness Plan);
- Include in the tutorial programme guidance relating to training, employment, apprenticeships, Further and Higher Education opportunities;
- Provide CEIAG enrichment opportunities including work related learning; work experience as part of the study programme; talks by outside agencies and visits to outside agencies and exhibitions;
- Support students in their applications;
- Refer students to appropriate agencies in order to meet individual needs
- Make available to students and staff up-to-date information and technology relating to careers opportunities;
- Keep all staff informed at the college as to any changes in practice;
- Maintain an up-to-date and accessible careers library of resources including noticeboards;
- Promote internal and external events related to progression;
- Provide opportunities for parents to obtain information about student progression where relevant.
- Record the end destination report for all students and provide a summary of the experiences gained whilst at college using the Work Experience Log.

## **5. Status of this Policy**

5.1 The operation of this policy will be kept under review by the Student Engagement and Support Manager.

Approved by:	Senior Management Team
Date approved:	December 2016
Date of next review:	December 2018