

## 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 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 Strategy: making the most of everyone's skills and talents (December 2017) and the Careers Guidance for FE Colleges and 6<sup>th</sup> Form Colleges (February 2018).

### 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 students have a positive experience of IAG
- To ensure that students have access to up-to-date information and guidance facilities and resources including websites and social media
- To ensure that CEIAG is a key focus within tutorial programmes using the Gatsby Benchmarks
- To ensure that impartiality is maintained in the advice given

### 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
- 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;
- 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;
- 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:	September 2018
Date of next review:	September 2019