

## Careers Guidance Policy

### 1. Introduction

- 1.1 The purpose of this policy is to enable our students and apprentices 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 and apprentices 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 apprentices and parents/carers 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 (October 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 and apprentices have a positive experience of IAG
- To ensure that students and apprentices 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. Aims of CEIAG:

- To equip students and apprentices 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 and apprentices at interview to review their end destination
- To provide opportunities for students and apprentices 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 Teachers and Assessors; advice given by the Futures team and Apprenticeship Hub;
- Enable students and apprentices 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 and apprentices in their applications;
- Refer students and apprentices to appropriate agencies in order to meet individual needs;
- Make available to students, apprentices 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/carers to obtain information about student and apprentice progression where relevant.
- Record the end destination report for all students and apprentices and provide a summary of the experiences gained whilst at college using the Work Experience Log.

#### **4. Status of this Policy**

- 5.1 The operation of this policy will be kept under review by the Head of Student Support and DSL.

Approved by:	Senior Management Team
Date approved:	September 2019
Date of next review:	September 2021