

Careers Education, Information, Advice and Guidance Policy

Purpose & Scope

Commitment and Vision Statement

Furness College's aim is for all learners to secure a positive destination on completion of their qualification, into either higher education, employment or training. To enable this smooth transition we need to equip our learners with the necessary skills to make well-informed decisions. Furness College is committed to preparing all learners through a high quality CEIAG programme.

Furness College holds the Matrix Standard accreditation and has recently received an outstanding assessment. We are committed to achieving the quality kite mark for our CEIAG delivery through the Quality Careers Standard Award.

All learners aged 16-18 are entitled to access independent, impartial face to face careers guidance. This offer is extended to all learners regardless of age and this is offered via Student Services; Personal Progress Coaches and Curriculum Tutors plus external providers.

CEIAG is an important contributory factor for the following reasons:

- Prepares learners for the opportunities, responsibilities and experiences of life
- Supports learners to achieve their full potential
- Empowers learners to plan and manage their own future
- Provides comprehensive information on all options
- Raises aspirations
- Promotes equality, diversity, social mobility and challenges stereotypes
- Supports learner to sustain employability and achieve personal and economic wellbeing throughout their lives

Rationale

The CEIAG Policy has been developed by the College's Careers Leader and the Director of Curriculum, Young People's Learning and has been scrutinised and ratified by College Governors'.

The policy is aligned to the College's corporate and strategic objectives, and business plan.

This policy will be reviewed on an annual basis by the Careers Leader; Director of Curriculum, Young People's Learning and College Governors

Policy Statement

Learner Entitlement

Student Services CEIAG offer is complementary to the weekly Progress sessions all students must attend as well as the calendar of Enrichment activities and Work Experience, and the four calendars will run in conjunction to maximise benefits to our students.

All full-time learners aged 16-18 (and up to 25 if they have an Education and Health Care Plan) will be entitled to the full CEIAG programme. The delivery plan links to the Careers, Employability and Enterprise framework for careers related learning and the Gatsby Benchmarks for Colleges. Please see below:

What you can expect from us	What does this look like
1. A comprehensive Careers programme	Impartial information and advice delivered in your weekly Progress Group by your Personal Progress Coach or equivalent. Plus a College calendar of careers focused activities
2. Guidance supported by Labour Market Information	Personal account for Unifrog and support to access National Careers Service plus Labour Market information presentations with local and national focus
3. Support for your individual career goals	Individual meetings with your PPC or, equivalent will be held at least once per term – setting personal targets Referrals to Careers Advisers resulting in your individual careers plan Mentoring programmes
4. Link your curriculum study to the workplace	Course delivery linked to employment skills, knowledge and behaviours Live curriculum projects Business and enterprise activity and competitions
5. Opportunities to meet employers and employees	Guest speakers from industry Visits to workplaces

	Progression and Careers Fairs
6. Experiences of the wider world of work	Individual work placements and support to obtain volunteering placement or part-time work
7. Opportunities to meet other providers of further and higher education	Progression events and visits to providers UCAS Open Days
8. Personal guidance available for you	Professional, impartial and independence Careers guidance available through our Careers Advisers and external agencies Fully supported UCAS process

CEIAG Personnel and Credentials

The Student Services Team includes the following personnel all committed to delivering high quality, professional and impartial CEIAG:

- The Student Services Manager (and named Careers Leader) works in collaboration with wider college to lead and co-ordinate the College's CEIAG programme.
- Qualified and Professionally Registered Careers Adviser (Level 6) x2
- Student Services Coordinator for CEIAG (Level 2 IAG and working towards Level 6)
- Student Services Lead (Level 2 IAG)
- Additional three staff in Student Services team (Level 2 IAG)
- School Liaison and Events Officer (Level 3 IAG)
- In addition to the above there are 14 support staff currently studying Level 2 IAG

Partnerships

Furness College will continue to be an active member of the FESP; FEDF Skills and Action group; Furness Transition Group and the County CEEG group to ensure all learners are able to access appropriate CEIAG.

The College will maintain strong partnerships with Inspira; National Careers Service; the Careers Enterprise Company; Cumbria Collaborative Outreach Programme (Hello Futures); Jobcentre Plus and Right to Work (Oaklea) to benefit all learners.

The College has pledged a commitment to working in partnership with the newly formed Cumbria Careers Hub.

The College will work with Inspira to provide targeted CIAG on weekly and ad-hoc basis - their services may also be commissioned for specific pieces of work.

Access to the National Careers Service advisers will be provided by the college who will operate weekly drop-in sessions and offer 1 to 1 appointments for all students aged 19 and over as required.

All students and staff registered on the National Careers Service website will have access to online help and phone line.

Staff Development

The college will ensure that staff receive the appropriate continuous professional development to facilitate high quality CEIAG for the student body. This will include a broad CPD programme throughout the year and will consist of:

- INSET training in Sept; Dec; April; July.
- Twilight sessions for CEIAG delivery staff and Personal Progress Coaches.
- Opportunities to visit other Colleges and share best practice.
- All new staff will meet the Student Services Manager in their induction period to obtain overview of CEIAG offer

Careers Resources

All current and prospective (enquiring) students and apprentices will be able to access Student Services and this offer is promoted through display screens throughout the College and on the Virtual Learning Environment.

To ensure access to CEIAG the Student Services department is open 5 days a week 08.30-17.00 (16.00 on Friday) for a range of interventions including:

- Drop-in sessions
- 1 to 1 advice and guidance appointments
- Group sessions
- Confidential Rooms are available for 1 to 1 appointments

The Employability Hub and Careers Room will be maintained as designated areas of Student Services available for students to research opportunities, access careers guidance packages; look through HE/FE prospectuses and/or literature on apprenticeships; receive 1 to 1 or group support.

An up to date and comprehensive Opportunities Board will be available to all learners– advertising a wide range of apprenticeship, employment, volunteering and work experience opportunities. To ensure equality of opportunity the college will ensure this is relocated on a regular basis. Such opportunities will also be promoted on the VLE and in the weekly student newsletter/bulletin.

Quality Evaluation and Review

The CEIAG Strategy Group chaired by the Careers Leader will meet termly to review career development work. The strategy group will have representation from across the College.

CEIAG Focus groups will be held as part of Student Representatives meetings. Feedback and findings will then be documented and actioned via the CEIAG Strategy Group.

All Student Service interventions will be evaluated via an on-line survey. Findings will be collated by Student Services and appropriate reporting will be used to evaluate and progress the CEIAG offer. Any partner agencies interventions will also be evaluated. These findings will be shared with Student Services Manager in order to measure impact.

Scaling individual's knowledge of career management at certain key points through academic year will also inform college on the impact and effectiveness of the CEIAG delivered; the Learner Survey will be administered by the Quality team.

The Equality, Diversity and Inclusion Steering Committee monitor the impact of CEIAG through the closing of achievement gaps and the college achieving its Equality Objectives.

Detailed destination information gathered by Curriculum, Quality and Student Services will enable the college to measure the effectiveness of CEIAG.

Underpinning national CEIAG strategies

- Department of Education (December 2017) Careers Strategy: making the most of everyone's skills.
- Department of Education (October 2018) Careers Guidance: Guidance for further education colleges and sixth form colleges.
- Sir John Holman (2018) Good Careers Guidance: Benchmarks for young people in colleges.
- The Careers and Enterprise Company (2018) – various Gatsby Benchmark booklets.
- Department of Education (March 2018) - 16 to 19 Study programmes Departmental advice for education providers on the planning and delivery of 16 to 19 study programmes.
- **Named Careers Leader for Furness College – Sarah Carter**
- Contact details: sarah.carter@furness.ac.uk, 01229-844716

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Careers Education, Information, Advice and Guidance Policy	Furness College IAG and Admissions Policy 18-19 Furness College Career Delivery Plan 18-19 Equality, Diversity and Inclusion Policy 2018	
Responsibility	Careers Leader		
Approval Date	November 2018		
Review Date	November 2019		
Approval Group	Quality	SLT	LE Committee