



Careers Education, Information, Advice and Guidance Policy 2025-26

Purpose & Scope

Commitment and Vision Statement

Furness College's aim is for all learners including Apprentices to secure a positive destination on completion of their qualifications, into either Higher Education, employment or training. To enable a 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, signposting to external support where appropriate.

Furness College holds the Matrix Standard accreditation receiving 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 careers guidance either face to face or remotely. This offer is extended to all learners regardless of age and is provided and delivered by Student Services; Personal Progress Coaches; the Recruitment and Development Coaches; School Liaison; Work Experience and Curriculum Lecturers 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 learners to sustain employability and achieve personal and economic wellbeing throughout their lives

Rationale

The CEIAG Policy has been developed by the College Careers Leader and the Director of Student Journey, 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 Student Journey; CEIAG Strategy Group and College Governors.

Policy Statement

Learner Entitlement

Student Services CEIAG offer is complementary to the weekly Progress sessions all 16-18 students must attend, as well as the Personal Development programme for all provision types and Work Experience. 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 Health Care Plan) will be entitled to a 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	<p>Impartial information and advice delivered via the weekly Progress Group session and delivered by the Personal Progress Coaches</p> <p>A College calendar of progressive careers focused activities, including drop-ins, 1-2-1s, and whole group delivery. All interactions are tracked to ensure coverage and notes kept securely on Pro Monitor. Students without any career's interaction are flagged up for intervention by the career's advisors.</p> <p>The College CEIAG strategy group meet termly to improve and develop student support and includes local and regional representatives from the world of work offering insight and context to help shape delivery and advice given. Student Voice representatives are also invited.</p>
2. Guidance supported by Labour Market Information	<p>Each student has a personal account for Unifrog and is offered support to access National Careers Service.</p> <p>Labour Market Information presentations with local and national focus. As above, local and regional input via our CEIAG termly meetings.</p>
3. Support for your individual career goals	<p>Individual meetings with the PPC will be held at least once per term – setting personal targets to compliment the planned PPC sessions. One to one interview time can be scheduled on a needs basis, either by referral or by the student initiating contact. Referrals to Careers Advisers result in an individual careers plan/PD Plan. Mentoring opportunities available with alumni, and local businesses via the Marketing dept.</p>
4. Link your curriculum study to the workplace	<p>Course delivery linked to employment skills, knowledge and behaviours, and plotted alongside curriculum learning via Schemes of Work and Delivery Plans.</p> <p>The Personal Development programme includes the development of Employability skills through Unifrog, the one stop destination platform</p> <p>CEIAG Curriculum Representatives</p> <p>Live curriculum projects</p> <p>Business and enterprise activity and competitions</p>
5. Opportunities to meet employers and employees	<p>Guest speakers from industry</p> <p>Visits to workplaces</p> <p>Progression/Skills Events and Careers Fairs</p>
6. Experiences of the wider world of work	<p>Individual work placements and support to obtain volunteering placement or part-time work</p>
7. Opportunities to meet other providers of Further and Higher Education	<p>Progression events and visits to FE and HE providers, UCAS Open Days, speakers and IAG from HEIs</p>
8. Personal guidance available for you	<p>Professional, impartial and independent careers guidance available through our Careers Advisers and Inspira</p> <p>Fully supported UCAS application process</p>

On-line support is available through a number of communication channels including; the College's VLE, Website, Teams. An up to date and comprehensive Opportunities Hub will be available to all learners—advertising a wide range of apprenticeship, employment, volunteering and work experience opportunities.

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; student and parent/carer representatives and external stakeholders.

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

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 Quality team will administer Learner Surveys.

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. Updated July 2021
- Department of Education (October 2018) Careers Guidance: Guidance for further education colleges and sixth form colleges.
- Department of Education (January 2021) Skills for jobs: lifelong learning for opportunity and growth
- 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 – Julie Morgan-Hosey**
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Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Careers Education, Information, Advice and Guidance Policy	Furness College IAG and Admissions Policy 25-26 Furness College Career Delivery Plan 25-26 Equality, Diversity and Inclusion Policy 25-26	Personal Development Strategy Attendance and Retention Strategy
Responsibility	Careers Leader Director of Student Journey		
Approval Date	November 2025		
Review Date	November 2026		
Approval Group		SLT	Quality and Standards Committee