



## CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

*This document will be made available in other languages and formats upon request from employees of Portsmouth College*

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**Portsmouth College is committed to offering all students and prospective students (applicants) an effective and impartial programme of Careers Education, Information, Advice and Guidance (CEIAG). Our aim is to support students in making choices which will suit their interests and abilities, sustain their personal and employability development over time and enhance their life chances.**

**These core aims are underpinned by our values of optimism, friendliness, flexibility, openness and willingness to learn. We will work with a clear sense of purpose to achieve these aims, offering courtesy and fairness to all and respect for the rights and beliefs of all.**

**This Policy has been drafted in accordance with the DfE guidance: ‘Careers Guidance – Guidance for further education and sixth form colleges (February 2018)**

<b>2.0</b>	<b>ENTITLEMENT STATEMENT</b>
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All users of the College’s CEIAG service are entitled to a service which is:

1. Of high quality, impartial and delivered by appropriately qualified and trained staff
2. Based in a dedicated, open access and well signposted service area
3. Welcoming, friendly, personalised and aspirational
4. Fully aware of and responsive to diversity, equality of opportunity and the need to challenge stereotypes
5. Designed to develop self-confidence, self-sufficiency and optimism
6. Integrated with other College services e.g. Learning Support, Wellbeing, Tutorial Support, Curriculum, E6
7. Aligned to the needs of business and the wider local community
8. Structured to support the continuous improvement of the quality of students’ experience

### **2.1: Objectives for Students (prospective, current and former)**

- To make students and potential students fully aware of their entitlement to up-to-date, impartial, accessible CEIAG, to be available at all stages of their progression, from initial application through to completion of their courses and for an appropriate time after leaving the College
- To promote optimism, raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers
- To encourage self-development through supported self-assessment of strengths, limitations, aspirations, values, needs and potential
- To encourage the use of internally mediated (and some unmediated) information sources to explore, research and evaluate opportunities in apprenticeships and other employment, higher education, further education and training schemes, gap year activities, internships, work experience and volunteering
- To encourage development of employability skills/competencies, a broad understanding of the world of work and an ability to respond to changing opportunities

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- To encourage students to take advantage of work experiences/placements/insights and the full range of other progression related insight opportunities
- To encourage participation in continued learning, through work-based training, further or higher education
- To help students/prospective students to establish criteria for their career management decisions and to assist them at transition stages through research, application and interview support
- To refer students to other specialist support networks in College when this is most appropriate to ensure they can address barriers to their learning and progression
- To refer students to specialist external agencies when this is most appropriate to ensure they receive expert, realistic and unbiased support
- To work rigorously in support of all students in their efforts to secure a viable, secure post-college destination appropriate to their aims, programme of study and personal circumstances.

## **2.2: Objectives for Staff**

- To ensure that CEIAG is delivered by appropriately qualified, knowledgeable and experienced staff
- To ensure that all Careers, E6 and other staff in student support functions undertake professional training and development in line with their role, in order to be able to offer appropriate information and advice to students, parents and other college staff
- To ensure that careers information and advice is available to individual students within one week of a request for such support. Information and advice to be provided by all members of the Careers team and appropriately trained members of the E6 team
- To ensure that more in-depth careers guidance is available to individual students within one week of a request for such support. Guidance to be provided by appropriately trained members of the Careers team
- To develop, on behalf of students, effective working relationships with other relevant stakeholders, including: partner schools, HE institutions, other local colleges, training providers, employers, Southern Universities Network (the NCoP project), EBP etc.

## **2.3: Objectives for Stakeholders**

- To create methods for the delivery of information so as to ensure parents/carers are well informed about the support offered by the Careers team e.g. via the website, social media, letters home, College events, face-to-face meetings etc.
- To provide information to parents/carers of prospective students to enable them to support their daughter/son with decisions on post-16 institutions and course choices
- To inform parents/carers of current students of all forthcoming events and activities relating to the students' progression journey e.g. 'Options at 18' presentations, apprenticeship/employment and HE fairs, UCAS application processes, student finance, College 'progress' and 'progression' weeks etc.

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- To seek parents/carers' feedback on relevant activities and events and to consider these responses carefully in the development of future provision.
- To keep the College governors informed of the work of the Careers and Employability teams and to create opportunities for them to influence the work of these teams through the introduction of a link governor role

<b>3.0</b>	<b>ROLES AND RESPONSIBILITIES</b>
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**The Senior Leadership Team will be responsible for:**

- Appointment of a Careers Lead
- Ensuring that all staff are aware of this Policy and the accompanying Strategy for development of the College's careers service
- Ensuring that there are sufficient, qualified and experienced staff and up-to-date resources for delivery of the service and development strategy

**The Corporation will be responsible for:**

- Having ultimate accountability for the Careers programme and provision
- Ensuring an appropriate and timely response to recommendations from the Careers Lead
- Appointing a 'link' governor to work with the Careers Lead on evaluation and development of the careers programme and provision

**The Careers Lead is responsible for:**

- Devising and delivering a high quality, stable careers programme which meets the expectations of the latest government guidance and its 'Gatsby Benchmarks'
- Developing a strategy for ongoing development of this programme
- Working with the link governor and SLT to ensure that the careers team and programme are properly resourced
- Ensuring that the Careers Strategy document is published on the College's website
- Ensuring that progression and destination information for all students is recorded so that destinations can be tracked and information used to improve the effectiveness of the careers service
- Evaluation of the careers programme and subsequent measures to ensure improved relevance and effectiveness for students
- Liaison with external partners, such as employers, partner schools, other learning & training providers, support networks, engagement agencies etc to support delivery and enhancement of the careers service
- Liaison with curriculum managers and teaching staff to embed careers education into the delivery of subject content
- Liaison with all other student-facing support services in College to ensure that individual students are signposted to and/or receive assistance appropriate to identified needs
- Managing a team of Careers staff so as to be able to deliver the objectives and services set out in the Careers Strategy

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**4.0****RESOURCES**

The Careers Lead and staff in the Careers Team have the following responsibilities with regard to resources:

- To ensure that advice and guidance are informed by up-to-date labour market information for, for example, local and regional employment trends, job vacancies, graduate employment trends, apprenticeship developments (at all levels), HE course vacancies etc.
- To ensure that comprehensive, up-to-date online and hard copy resources are available to students in the Careers/E6 area at all times when the area is open
- To ensure that relevant resources are shared with other student-facing staff in order to support their own delivery of IAG e.g. the schools liaison team, Admissions staff, E6 and the applicant interviewing team, subject teachers, the More Able Students programme manager etc.
- To ensure that the delivery of careers education through the Destination Tutor system is properly resourced with activities and information appropriate to the needs of different groups of students
- To ensure that LMI and careers related resources are standing items at meetings of the Destination Tutors so that issues of concern can be identified and addressed.
- To ensure that regular opportunities exist (including by self-referral) for individual careers guidance and action planning with subject teachers, tutors, careers teachers and the College's Careers and Employability Adviser where appropriate
- To ensure the monies allocated for careers work are properly allocated in the interests of students and the objectives of the service

**5.0****ASSESSMENT, REVIEW AND EVALUATION**

- To seek, record and respond to service user feedback on the undertakings of the Careers and E6 teams
- To undertake an annual self-assessment review (SAR), including a departmental development plan, and engage fully in the validation process with SLT and governors
- To secure by December 2020 both the Quality in Careers Award and the Matrix Quality Standard for information advice and guidance services.
- The Careers Lead will review this Policy on an annual basis, following evaluation of the service and monitoring of the students' destination information

**6.0****FURTHER INFORMATION**

For further information or for any enquiries relating to the CEIAG service at Portsmouth College, please contact:

1. Phil Harris, Head of Admissions and Progression, [phil.harris@portsmouth-college.ac.uk](mailto:phil.harris@portsmouth-college.ac.uk)

or

2. Tiffany Hudsmith, Careers and Progression Adviser, [tiffany.hudsmith@portsmouth-college.ac.uk](mailto:tiffany.hudsmith@portsmouth-college.ac.uk)