

# Careers Education, Information, Advice and Guidance Policy, Guidelines and Procedures

<b>Owner:</b> Assistant Principal Student Experience	<b>Linked Strategies:</b> Work Related Activity
<b>Relevant to:</b> All Sheffield College students and staff	

*Office Use only:*

<b>Corporate Intranet Family:</b>	<b>Approval Board/Committee/Group:</b>  <b>Executive Owner:</b> Deputy Chief Executive	<b>Approval/Re-approval Date:</b>  October 2018	<b>Implementation Date:</b>  November 2018	<b>Next Review Date:</b>  August 2020
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**New Policy or Substantive Policy Review**

Version	Date	Policy Development Agreed by (Executive Owner)	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment (if applicable)
1	October 2018	Deputy Chief Executive	Information, Advice and Guidance Manager	Assistant Principal for Student Experience	Executive	

<b>Rationale for new or substantive policy review</b>	This is a new policy document.
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*Please make explicit if change/review relates to procedures, guidelines and associated documents only*

**Periodic Policy Review / Change History**

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By (Executive Owner)

**Communication**

To be agreed by Executive Leadership Team

Announcement on hub <input checked="" type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input checked="" type="checkbox"/>
External website <input checked="" type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

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## 1. POLICY STATEMENT

The Sheffield College is committed to providing high quality independent and impartial careers education, information, advice and guidance, in line with the Matrix standard, that helps students plan and manage student career pathways through learning and into employment. This policy responds to the College's legal duties, national Information, Advice and Guidance (IAG) quality standards, the Common Inspection Framework (Ofsted) and the requirements of the UK Quality Code.

This policy is written in accordance with the following guidance:

1. Careers Guidance – Guidance for further education Colleges and sixth form Colleges (October 2018)
2. Careers Strategy – making the most of everyone's skills and talents (December 2017)
3. Good Career Guidance – Gatsby Benchmarks (January 2018)
4. Quality in Careers Standard (September 2018)
5. The Matrix Standard for IAG (2018)

## 2. DEFINITIONS

Careers Education, Information, Advice and Guidance (CEIAG) is a planned programme of learning and activity that supports students and apprentices to make informed decisions about their career pathway.

## 3. PRINCIPLES

The College's Careers Education Programme is aligned to the Gatsby Benchmarks, which ensures the College:

- Provides a stable careers programme.
- Uses learning from career and labour market information
- Addresses the needs of each student
- Links curriculum learning to careers
- Provides opportunities for encounters with employers and employees
- Provides experiences of workplaces
- Provides opportunities for encounters with further and higher education
- Provides personal guidance

Expert delivery of the College's Education Programme will enable students to gain the knowledge, skills and confidence that they require to manage successfully their future pathways in learning and work.

The programme supports individual personal development, empowering students to grow in confidence and take control of their future learning and their working lives so that they maximise their contribution to economic prosperity.

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## CEIAG Policy

Information, Advice and Guidance provided will be impartial, ensuring student need is prioritised. Independent careers advice is available to students by referral to the National Careers Service.

### 4. SCOPE AND LIMITATIONS

The Careers Education Programme will be available to all students and apprentices enrolled at the Sheffield College.

### 5. RESPONSIBILITIES

The Assistant Principal Student Experience is responsible for overseeing the implementation arrangements of this policy.

The Head of Student Participation and Careers is responsible for developing, communicating and monitoring the implementation of this policy.

Heads of Student Experience are responsible for implementation of this policy within their Faculty.

The Head of Student Participation and Careers will act as the Careers Leader for the Sheffield College providing skilled and experienced careers leadership, responsible for shaping the college's strategy and liaising with key external stakeholders.

### 6. IMPLEMENTATION ARRANGEMENTS

All new employees are made aware of this policy and procedures during the formal employee induction process.

Updated and amended procedures are discussed in training sessions, team meetings and via email communications as appropriate, and this policy is available via the college website.

### 7. MONITORING AND REVIEW

The Student Experience Strategy Group will monitor the effectiveness of this policy and procedures in order to ensure improvements internal progression and external positive destinations.

Business Review will monitor,

- Levels of careers education activity recorded in ProMonitor.
- Faculty internal progression and external positive destinations.
- The engagement of curriculum and support teams in developing an embedded Careers Education Programme.

This policy will be subject to a bi-annual review facilitated by the Head of Student Participation and Careers in order to maintain its relevance and currency.

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### 8. SUPPORTING/RELATED DOCUMENTS

- Student Charter
- Tutorial and Induction Policy
- Admissions Policy
- Work Related Activity Strategy
- Safeguarding Policy
- Health and Safety Policy
- Provider Access Statement
- Careers Programme

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## Guidelines

### The Sheffield College's Careers Education Programme will:

**Provide a stable careers programme** through embedded career education and guidance that is known and understood by students, parents, teachers and employers.

**Use learning from labour market information** and provide access, for every student and their parents, to good-quality information about future study options and labour market opportunities. Students will have access to the support of an informed adviser to make best use of available information.

**Address the needs of each student**, as students will have different career guidance needs at different stages. Opportunities for advice and support will be tailored to the needs of each student. The college's careers programme will embed equality and diversity throughout.

**Link curriculum learning to careers** meaning students will gain the knowledge, skills and confidence that they require to manage successfully their future pathways in learning and work.

**Provide encounters with employers and employees** so that every student will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.

**Provide an experience the workplace** as every student will have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

**Provide encounters with further and higher education** so that students understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in school sixth forms, other colleges, universities and in the workplace.

**Provide personal guidance** meaning every student will have opportunities for guidance interviews with an appropriately trained member of staff, who could be internal or external. These guidance interviews will be available whenever significant study or career choices are made.

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## Procedure

### Developing an Embedded Careers Education Programme

Each faculty is required to link curriculum learning to careers. Heads of Student Experience and other nominated faculty representatives will:

- Work collaboratively with the Careers team to evaluate current careers education provision and enhance it to meet the guidelines above by summer 2020
- Attend a minimum of three developmental meetings that will be undertaken between each curriculum faculty and the Careers team per academic year.
- Facilitate a consultation exercise with students, parents, employers, staff and other key stakeholders as appropriate.
- Attend the Sheffield College's annual Careers Strategy day is required from curriculum and support faculties to develop and shape the College's approach to its careers strategy.

### Recording Careers Education Programme Activity

Each faculty is required to ensure timely recording of careers education activity using ProMonitor.

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