



Cheshire College
South & West

Careers, Education, Information, Advice and Guidance (CEIAG) Policy

Key Information	
Policy Reference Number	CCSW - CEIAG
ELT Post responsible for policy update and monitoring	Deputy Principal/CEO
Date approved by ELT	28 August 2018
Date approved by corporation board (if applicable)	06/09/2018
Date of next policy review	06/09/2021

I. Introduction

- 1.1. Cheshire College - South & West is committed to ensuring that all learners and potential learners have access to informed, impartial and supportive careers education and guidance, which will enable them to make informed career decisions that are consistent with their abilities, needs and progression goals.
- 1.2. This policy is developed in line with the government strategy released in December 2017; "[Careers strategy: making the most of everyone's skills and talents](#)" and the subsequent guidance released for colleges in February 2017; "[Careers guidance: guidance for further education colleges and sixth form colleges](#)".
- 1.3. The College is actively working towards the eight Gatsby Benchmarks, with a subsequent careers strategy in place to support the achievement of all benchmarks by 2020. The eight benchmarks are:
 - A stable careers programme
 - Learning from career and labour market information
 - Addressing the needs of each pupil
 - Linking curriculum learning to careers
 - Encounters with employers and employees
 - Experiences of workplaces
 - Encounters with further and higher education
 - Personal guidance

2. Aims

- 2.1. The Careers programme is designed to meet the needs of all Cheshire College South & West Learners. It is differentiated and personalised to ensure that activities are appropriate to our learners' stage of career learning, planning and development.
- 2.2. The College's key priorities outline our commitment to developing a robust and stable careers provision:
 - Our learners will demonstrate a measurable improvement in literacy, numeracy and employability skills.
 - Our learners will progress to employment or higher-level learning with strong values and skills, allowing them to make a positive contribution to society.

3. Entitlement

- 3.1. All learners at Cheshire College South & West are entitled to a careers programme that is person centred, impartial, and confidential and meets the needs of their development and aspirations, which compliments and integrates within their programme of study.
- 3.2. Within the Careers Programme learners will have access to receive one to one Careers Advice by a Level 6 qualified member of staff during their programme of study.
- 3.3. The Programme will promote equality, diversity and inclusion.

4. Objectives

- 4.1. The College is committed to providing high quality and impartial information, advice and guidance, which supports learners' plans and manages their education and career.
- 4.2. The careers programme is designed to meet the needs of learners, employers and Universities. The programme is differentiated and personalised, to ensure progression through activities that are appropriate to learners' stages of career learning, planning and development.
- 4.3. Careers Education, Information, Advice and Guidance (CEIAG) will promote the following to all learners: self-development, career exploration, work place experience, independent investigation and progression planning.

5. Roles and Responsibilities

Overall responsibility for the delivery of the policy will be through the Director of Marketing and Communications. The targeted roles and responsibilities to support the strategic and operational direction and implementation are identified below:

Role	Responsibility
Careers Lead	Ensuring the College has a stable careers programme that meets with expectations set out in the Gatsby Benchmarks.
	Publishing the careers programme on the website, and ensuring the information is accessible and user friendly.
	Regularly reviewing the impact of the careers provision and reporting findings on a termly basis.
	Reporting and reviewing the destination of learners and ensuring that this information is used to improve effectiveness of the College's careers programme.
Link Governor	Understanding, promoting and contributing to the careers policy.
	Reviewing and challenging the effectiveness of the careers programme.
	Ensuring the careers provision is regularly reviewed at Governor committees.
College Leadership Team (CLT) and Senior Leadership Team (SLT)	Ensuring that all staff are aware of this policy.
	Ensuring that there are sufficient qualified and experienced staff, and up-to-date resources.
	Ensuring that all staff have access to training, support and resources which are appropriate to their role.
	Maintaining the quality assurance of standards delivering against the Gatsby recommendations and working towards relevant kite marks within the sector.
	Monitoring and recording of all intended progressions and destinations for learners to ensure they progress to a positive outcome.
Careers Advisers	Providing high quality information, advice and guidance to learners through a range of formats, including one-to-one interviews and group work.
	Providing training for the College on UCAS procedures, UCAS reference writing and other topics upon request.
	Linking with a curriculum area to plan and develop suitable careers education activities for learners, in line with Gatsby recommendations.
	Providing lesson plans and resources for curriculum staff to use themselves.
	Keeping up-to-date through CPD, seminars and other relevant methods, to ensure high quality one-to-one interviews resulting in career action plans.
Course Leaders	Understanding, promoting and contributing to the College's careers programme.
	Ensuring that learners have access to meaningful encounters with employers and Universities within their study programme.
	Utilising Labour Market Information (LMI) within sessions and developing appropriate links with employers, partners and education institutes to support learner's positive progression.
	Promoting careers within their curriculum.

6. Quality Assurance and Evaluation

- 6.1 There are robust quality assurance systems in place to ensure a consistent delivery of standards within the careers programme.
- 6.2 Quality assurance reviews will be carried out termly on Careers Adviser delivery, including activity of both one-to-one and group work.
- 6.3 Feedback is sought from learners, stakeholders and parents of the delivery of the service, this will also be reviewed and reported termly.
- 6.4 The Careers programme is reviewed at programme area level annually, through the Curriculum Area Review (CAR) process.
- 6.5 Destinations of learners are reported annually to both ELT and the Board of Governors.