

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

<b>Owner:</b> Vice 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>Approval/Re-approval Date:</b>	<b>Implementation Date:</b>	<b>Next Review Date:</b>
	<b>Executive Owner:</b> Deputy Chief Executive	June 2022	August 2022	June 2024
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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	N/A
2	June 2020	Deputy Chief Executive	Head of Careers and Student Participation	Assistant Principal for Student Experience	Executive	Yes
3	June 2022	Deputy Chief Executive and Deputy Principal	Head of Careers and Student Participation	Vice Principal for Student Experience	Student Experience Group	Yes

<b>Rationale for new or substantive policy review</b>	This was a new policy document in 2018, it is reviewed bi-annually.
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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)
2	June 2020	<p><b>P.3</b> Added reference to the Quality in Careers Standard.</p> <p><b>P.4</b> Added 'Response to Covid-19' section.</p> <p><b>P.4</b> Clarified that provision will be available after the student completes their study programmes before they start at their next place of study, training or employment (up to six months).</p> <p><b>P.5</b> Added that all staff are responsible for making themselves aware of the contents of this policy and of the importance of impartial CEIAG</p> <p><b>P.5</b> Added Provider Access Statement published on college website</p>	ELT	Deputy Chief Executive and Deputy Principal
3	June 2022	<p><b>P4</b> Updated wording from Common Inspection Framework to Education Inspection Framework</p> <p><b>P4</b> Updated guidance dates to reflect that the policy is based on the latest guidance</p> <p><b>P5</b> Update to the Covid-19 section</p> <p><b>P8</b> Updated recording of activity to Enrichment Register in Promonitor guidance</p> <p><b>Throughout</b> Updated job titles</p> <p><b>Throughout</b> Updated reference to faculty to academy</p>	Student Experience Group	VPSE

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## 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 and the Quality in Careers Standard, which 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 Education Inspection Framework (Ofsted) and the requirements of the UK Quality Code.

This policy is written in accordance with the following guidance:

1. Careers guidance and access for education and training providers (July 2021)
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 (September 2021)

## 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

It is important that students and apprentices leave college aware of themselves as individuals, aware of the opportunities available to them and able to make decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

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 enables students and apprentices to gain the knowledge, skills and confidence that they require to manage successfully their future pathways in learning and work.

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## CEIAG Policy

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

Information, Advice and Guidance provided is impartial, ensuring student or apprentice need is being met over that of the organisation. Independent careers advice is available to students and apprentices from the National Careers Service.

### Response to Covid-19

Following the Covid-19 pandemic, the College Careers Service maintains three main ways that students and apprentices can access the CEIAG programme in order to continue providing high quality CEIAG in line with the expectations of the Quality in Careers Standard award;

- Face to face learning sessions on campus or in the workplace
- Face to face learning sessions online
- Independent study (including engagement with virtual careers education materials)

## 4. SCOPE AND LIMITATIONS

The Careers Education Programme will be available to all students and apprentices enrolled at the Sheffield College. All students and apprentices must have access to independent and impartial careers advice and guidance, particularly at points of transition.

This provision also applies to students up to six months after they complete their study programme in June and before they start at their next place of education, employment or training.

## 5. RESPONSIBILITIES

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

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

All staff at The Sheffield College are responsible for making themselves aware of the content of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students and apprentices. This advice must be impartial, cover a range of education or training options and be in the best interest of the student or apprentice.

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## CEIAG Policy

There must be an opportunity for education and training providers to access students and apprentices with a clear Provider Access Statement setting out the manner in which access will be given to them. This policy and these arrangements must be published.

### 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 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 maintaining an embedded Careers Education Programme.

This policy will be subject to bi-annual review facilitated by the Head of Student Participation and Careers in order to maintain its relevance and currency. The College will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as external stakeholders

### 8. SUPPORTING/RELATED DOCUMENTS

Related documents are available through [Sharepoint policies](#) these include:

- Induction and Tutorial Procedures
- Safeguarding Policy
- Student Charter
- Work Related Activity Strategy

In addition, the following Careers related documentation can be viewed by following the hyperlinks below:

- [Annual Careers Programme](#)
- [Provider Access Statement](#)

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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

### Maintaining an Embedded Careers Education Programme

Each academy 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 continue to meet the guidelines above
- 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.

### Recording Careers Education Programme Activity

Each academy is required to ensure timely recording of careers education activity using the Enrichment Register in ProMonitor.

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## CEIAG Policy

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