



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

*Excellence, Integrity, Supportiveness,
Valuing Others, Teamwork*



Principal: Tim Jackson BTech (Hons), PGCE

Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The Careers Education, Information, Advice and Guidance (CEIAG) Policy approved by the Board of Governors in July 2019.

Equality Impact Assessment	Conducted:
Originator: Deputy Principal Curriculum	Located:
	College Intranet
	College Website
Date of next scheduled review:	<i>April 2021</i>

SPARSHOLT COLLEGE HAMPSHIRE incorporating ANDOVER COLLEGE

Contents

1. Policy Statement	3
2. Aims	3
3. Principles	3
4. Objectives	4
5. Procedures	5

1. Policy Statement

- 1.1 Sparsholt College incorporating Andover College (the College) is committed to offering all current students, prospective students (applicants) and former students with an effective and impartial programme of Careers Education, Information, Advice and Guidance (CEIAG) in order to support them in their choice of appropriate study programmes, courses or careers.

2. Aims

- 2.1 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.
- 2.2 This Policy has been drafted in accordance with the DfE guidance: 'Careers Guidance – Guidance for further education and sixth form colleges (February 2018).

3. Principles

- 3.1 The College will adapt the following principles as a basis for its CEIAG services:
- *Professional*: Of high quality, and delivered by appropriately qualified and trained staff
 - *Impartial*: Based on their needs, interests and circumstances
 - *Accessible*: Based in a dedicated, open access and well signposted service area
 - *Welcoming*: Friendly, personalised and aspirational service encouraging engagement
 - *Diversity*: Fully aware of and responsive to diversity, equality of opportunity and the need to challenge stereotypes
 - *Enabling*: Designed to develop self-confidence, self-sufficiency and optimism
 - *Integrated*: Integrated with other College services e.g. Learning Support, Wellbeing, Tutorial Support, Curriculum
 - *Responsive*: Aligned to the needs of business and the wider local community
 - *Connected*: To external services to support transition and make appropriate referrals
 - *Structured*: Support the continuous improvement of the quality of students' experience

4. Objectives

- To make 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 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 aligned to the needs of business, a broad understanding of the world of work and an ability to respond to changing opportunities.
- To encourage students to take advantage of work experiences/ industry 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 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.

5. Procedures

5.1 The Senior Leadership Team will:

- Appoint a Careers Leader who has responsibility for the delivery of the College's careers programme.
- Ensure that all staff are aware of this Policy and the accompanying Strategy for development of the College's careers service.
- Ensure that there are sufficient, qualified and experienced staff and up-to-date resources for delivery of the service and development strategy.

5.2 The Careers Lead will:

- Devise and deliver a high quality, stable careers programme which meets the expectations of the latest government guidance and its 'Gatsby Benchmarks'.
- Develop a strategy for ongoing development of this programme.
- Work with the link governor and SLT to ensure that the careers team and programme are properly resourced.
- Ensure that the Careers Strategy document is published on the College's website.

5.3 The Head of Careers will:

- Ensure that careers information, advice and guidance is available to individual students within one week of a request for such support.
- Provide accurate and appropriate Information and Advice on all aspects of the College and its courses and, where necessary, signpost to appropriate alternative services.
- Coordinate the College's UCAS process
- Support in the delivery of all career-related aspects of the College's tutorial programme
- Lead on the delivery of IAG to all prospective and current students and their key influencers.
- Ensure their knowledge is current and access appropriate CPD.
- Attend College Open Evenings, Interview Evenings and other events in order to offer guidance services to potential students and their parents/guardians/carers.
- Attend and deliver updates on IAG at the Curriculum Leadership Group (CLG)
- Ensure 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.
- Evaluate the careers programme and subsequent measures to ensure improved relevance and effectiveness for students.
- Liaise with external partners, such as employers, partner schools, other learning and training providers, support networks, engagement agencies etc to support delivery and enhancement of the careers service.

- 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, Careers Enterprise Company, Education Business Partnership, etc.
- Liaise with assistant principals, heads, curriculum leaders and teaching staff to embed careers education into the delivery of subject content.
- Liaise 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.
- Create methods for the delivery of information to ensure parents/carers/guardians are well informed about the support offered by the Careers Service, e.g. via the website, social media, Parent Portal, College events, etc.
- Inform parents/carers/guardians of current students of all forthcoming events and activities relating to the students' progression journey e.g. HE presentations, apprenticeship/employment/HE fairs, UCAS application events, student finance, 'Futures Day' and 'Choices' week.
- Seek feedback from students and parents/guardians/carers on relevant activities and events, and to consider this in the development of future provision.
- 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.
- Ensure that comprehensive, up-to-date online and hard copy resources are available to students in the Careers area at all times when the area is open.
- Ensure that relevant resources are shared with other student-facing staff in order to support their own delivery of IAG e.g. the school's liaison team, Admissions staff, and the applicant interviewing team, subject tutors, pastoral support tutors.
- Ensure that the delivery of careers education is properly resourced with activities and information appropriate to the needs of different groups of students.
- Ensure that LMI and careers related resources are standing items at IAG meetings so that issues of concern can be identified and addressed.

5.4 The Marketing Team will:

- Produce needs-led and appropriate marketing materials for prospective students.
- Make clear in all promotional material the opportunities available to students.
- Ensure prospectuses and other information materials are current and appropriately display/ disseminated.

5.5 The Schools Liaison Team will:

- Ensure sufficient and appropriate representation in the local schools and associated events to offer pre-entry Information and Advice to the pupils.

- Work with curriculum teams to create suitable and accurate marketing materials and ensure their distribution to local schools.
- Ensure that marketing and publicity materials, in liaison with the marketing team, are accurate and updated as necessary during the year.
- Attend College Open Evenings, Interview Evenings and other events to offer IAG services to potential students and their parents/ guardians/carers.

5.6 The Student Admissions Team will:

- Coordinate the College's full-time interviews, ensuring a consistent and quality experience for all students.
- If further guidance, within College is required, an appointment with the subject specialist or IAG team will be arranged.
- Respond to requests for information (made by email, letter or telephone) in a prompt and efficient manner, by the end of the working day.
- Notify appropriate curriculum teams of requests for courses that we do not currently offer.
- Maintain waiting lists for courses that are full and communicate to students when a new offering is available.
- Ensure they are fully up to date on the curriculum offer and associated products.
- Attend College Open Evenings, Interview Evenings and other events to offer IAG services to potential students and their parents/ guardians/carers.