

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

*Excellence • Integrity • Supportiveness •  
Valuing Others • Teamwork*

### **Our Mission**

Raising Aspirations, Unlocking Potential, Advancing Futures

### **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 was approved by the Board of Governors in July 2024.

Originator: Director for Careers and Stakeholder Engagement

Located: College Group Websites

College Group Intranet

Due for review:

May for July 2027

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

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

### **1. Policy Statement**

- 1.1 This policy has been drafted adhering to the Department for Education's Careers Guidance for Access for Education and Training Providers (January 2023) as per section 45 of the Education Act 1997.
- 1.2 Sparsholt College Group (incorporating Sparsholt College and Andover College and University Centre Sparsholt) is committed to offering a Careers Service accessible to the whole Sparsholt College Group community and ensuring all students are fully equipped with the skills and knowledge to make informed education and career choices.
- 1.3 Our commitment is to provide an excellent Careers Service that will enable students to understand the range of opportunities available to them and to support them to acquire the knowledge, skills, and qualifications they need to succeed in their career and educational aspirations.
- 1.4 In meeting this obligation, the Sparsholt College Group is committed to work in partnership with employers, careers advisers, local authorities and other education and training providers to support students to prepare for the workplace and to make informed choices about their next step in education or training.
- 1.5 This policy sets out the ambitions and plans to maintain and expand a proactive and flexible service, consistently embedded across further education, apprenticeships, higher education, and part-time provision.

### **2. Aim**

- 2.1 Our commitment is to provide an excellent Careers Service that will enable students to understand the range of opportunities available to them and to support them to acquire the knowledge, skills, and qualifications they need to succeed in their career and educational aspirations. This policy sets out the ambitions and plan to maintain and expand a proactive and flexible service, consistently embedded across further education, apprenticeships, higher education, and part-time provision.

### **3. Regulation and Review of Careers Delivery**

- 3.1 Sparsholt College Group will develop and deliver an annual careers strategy which provides the roadmap of how the College Group works to meet the Matrix Standard, deliver Provider Access legislative requirements and meet Ofsted's requirements to prepare students for the next stage in education, employment, or training and, in doing so, provided access to independent information, advice, and guidance. Delivery of the strategy will be reported to the Curriculum, Skills and Stakeholders Committee termly.
- 3.2 Sparsholt College Group will work to and report against the internationally recognised Gatsby Benchmarks to develop a careers strategy which increases opportunities for students to access everything from personal guidance with a career advisor, to engagement with employers, colleges, training providers and universities. Whilst the benchmarks are non-statutory, they provide a universally expected framework by which

the college will go beyond its legal requirements to provide independent careers education for pupils aged up to 18-year-olds and students aged up to 25 with an education, health, and care plan. Sparsholt College Group has chosen to extend its legal obligations and is committed to ensuring that all students have access to independent careers education and advice.

- 3.3 Providers Access Legislation requires that every student, whatever their ambitions, should have the opportunity to explore what it is like to learn at the full range of learning providers, including colleges, universities, apprenticeship, and training providers (including employers). In addition to this policy, Sparsholt College Group will maintain and publish a Provider Access Policy designed to provide clarity of offer and opportunity to students and parents.

#### **4 Principles Adopted in Delivery of CEIAG and the Annual Careers Strategy**

- 4.1 Sparsholt College Group is committed to the following Career Development Institute Code of Ethics Principles (Impartiality, Accessibility, Accountability, Autonomy, Compliance, Confidentiality, Duty of Care, Equality, Transparency and Trustworthiness) in the delivery of its CEIAG standards of service. As such, our annual strategy will be shaped to meet these values.

#### **5 Focus of CEIAG works to be detailed in Careers Strategy**

Whilst not a definitive list the CEIAG strategy will:

- a. Provide every student with two encounters with a provider of technical education or Apprenticeships, to take place any time during their first year of study and by the February during year their second year of study.
- b. Make students fully aware of the availability of, impartial, accessible CEIAG.
- c. Provide sources of CEIAG to be available at all stages of the academic journey.
- d. Promote optimism, aspirations, and challenge stereotypes by enabling students to consider careers.
- e. Provide opportunities for:
  - Self-development by encouraging the use of information sources to explore, research and evaluate opportunities.
  - Encouraging development of employability skills/competencies aligned to the needs of business.
  - Supporting and encourage students to take advantage of work experience/industry placements/insights and the full range of other progression-related insight opportunities.
  - Encourage consideration of continued learning, through work-based training, further or higher education.
  - Helping students to establish criteria for their career management decisions.

- f. Provide research, application, and interview support.
- g. Facilitate access to specialist support networks in the Sparsholt College Group when this is most appropriate to address barriers to their learning and progression.
- h. Refer students to specialist external agencies when this is most appropriate to ensure they receive expert, realistic and unbiased support.
- i. Work to support of all students in their efforts to gain a viable, secure post-college destinations.

## **6. Actions**

In the delivery of this policy, Sparsholt College Group will:

- a. Ensure that there are sufficient, qualified, and experienced staff and up-to-date resources for delivery of the Careers Service.
- b. Devise and deliver a high quality, stable careers programme which meets the expectations of the latest government guidance and its 'Gatsby Benchmarks'.
- c. Develop an annual strategy for the delivery of this policy.
- d. Provide termly reports to the Sparsholt College Group Curriculum, Skills, and Stakeholders Committee on the delivery of careers provision across the college group in the realisation of this policy.
- e. Publish a Provider Access Policy so that students and parents can clearly understand the college commitment to careers advice and education and how to access careers advice and education.
- f. Ensure the destinations of young people from the college are tracked and that this information is used to improve the effectiveness of the careers programme.
- g. Seek feedback on CEIAG services from students and parents/guardians.
- h. Ensure that advice and guidance are informed by up-to-date labour market information.
- i. Ensure that careers information, advice and guidance is available to students.
- j. Provide accurate and appropriate information and advice on all aspects of the Sparsholt College Group and its courses and signpost to appropriate alternative services.
- k. Coordinate the Sparsholt College Group's UCAS process.
- l. Provide careers related information through the college tutorial programme.
- m. Provide a range of events each year designed to provide insight in to careers opportunities.
- n. Ensure online content, prospectuses and other information materials are current and appropriately displayed/disseminated. Support learners to gain work experience and test their longer-term career aspirations in real work situations.

- o. Ensure sufficient and appropriate representation in the local schools and associated events to offer pre-entry information and advice.
- p. Facilitate and monitor placements with employers to ensure that work experience gives a genuine insight into a safe range of activity in the industry being considered.