



CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY



Foreword

It is Truro and Penwith College's aim that students should fulfil their academic and personal potential, including a meaningful progression into society when they leave.

Truro and Penwith College has committed itself to maintaining Investor in Careers status (now called the Quality in Careers Standard Award, through Investor in Careers), first awarded in 1996. IIC is a management framework through which organisation, delivery and evaluation of Careers Education, Information, Advice and Guidance (CEIAG) can proceed. From our opening, we have had a CEIAG Policy which is fully operational, and which is designed to permeate to all staff and students of the College. We have also been awarded the Matrix Quality Standard in information, advice and guidance services.

In keeping with statutory legislation, we will continue to offer informed, impartial, supportive and timely careers and welfare guidance. This process begins with pre-entry meetings and interviews and continues through a student's time with us to include guidance on appropriate post-college options as well as personal support. Our support system is such that information, advice and guidance is available from course or personal tutors, Programme and Deputy Team Leaders, Careers Advisers and CSW Group Advisers (for specific groups of students), Work Experience Officers, The Job Shop, The Apprenticeship and Business and Professional Projects team. We utilise a range of up relevant career resources which are circulated through the career champion committee and also have computer software which logs career and enterprise activity. We also organise a broad range of workshops, talks, presentations and conferences from outside employers, universities and agencies to enrich the student experience and diversity of careers and welfare education.

Students are assigned to tutor groups and Programme Team Leaders, who will implement CEIAG and personal support through the Tutorial Programme and individual vocational guidance interviews. There are regular meetings on careers or continuing educational matters, again with parents invited as major partners in the process of decision-making. Individual Learning Plans and Action Plans are integral parts of this work, reflecting individual needs. Workshops and presentations are offered across the College by specialist staff to complement the Tutorial Programme. Conferences and conventions are arranged or visited, and students are encouraged to participate in work experience and to visit university or College Open Days.

Through CEIAG opportunities, information and guidance, students should be able to make rational reasoned choices as they make their important career, educational and life-influencing decisions.

Truro and Penwith College is a major post-16 provider in the county. We take our responsibilities regarding the future of all students very seriously. This policy is inclusive and operates in tandem with the College's Equality and Diversity Policy to be found on the intranet.

Caroline Keech - Student Services Team Leader
Martin Tucker – Principal

1. Scope and Purpose

Educational institutions are required to provide a balanced and broadly-based curriculum, which prepares students for the opportunities, responsibilities and experiences of adult life. As a major Further (FE) and Higher Education (HE) provider in the county, we extend this entitlement to our full and part-time under 19 students and mature students in day or evening courses, and Higher Education students (Foundation Degree, HND & Degree).

This policy responds to the quality agenda and requirements identified within the Careers Strategy: making the most of everyone's skills and talents (Department for Education 2017), Careers Guidance for further education colleges and sixth form colleges (Department for Education 2018), Quality in Careers Standard, Matrix quality standard for Information, Advice and Guidance (IAG), Education Inspection Framework (Ofsted) and HE Teaching Excellence Framework.

Truro and Penwith College is committed to ensuring a CEIAG provision that provides individuals with the ability to make informed decisions about vocational or educational aspirations.

2. Mission Statement

This policy acts in support of the College mission statement:

The purpose of the College is to provide the best possible learning experience, leading to the highest possible level of achievements by our students.

This will be achieved by working in partnership with individuals and organisations to raise expectations, fulfil potential and promote and support individuals to ensure a skilled, economically successful and socially inclusive community.

3. Policy Statement

The College aims to:

- Empower students to plan and manage their own futures
- Respond to the needs of each learner
- Provide comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenge stereotypes
- Help students to progress and track their progression and destination
- Develop and support the continuous improvement of the quality of the entire student experience
- Develop and deliver a curriculum and associated provision which is aligned to the needs of business, industry and the local community.

4. Policy Details

4.1 CEIAG provision in line with the Careers Strategy 2017

The provision:

- is personalised, provides opportunities to identify and respond to the needs of the individual, and builds on previous learning and experience.

- is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background.
- is within a framework of appropriate confidentiality, data protection, record keeping and safeguarding policies.
- offers guidance for any student at risk of dropping out, to assist with retention, and referring to alternative provision where appropriate.
- involves collaborative approaches and partnerships including tutorial and course staff, support services and external agencies.
- contributes to widening participation, student retention and achievement by raising aspirations, helping individuals to make realistic, informed choices and to develop career planning and management skills.
- responds to different types of student and affords parity of esteem for all appropriate progression routes into careers.
- provides comprehensive information and advice.

2. Accessibility

5. Roles and Responsibilities

5.1 The College Corporation:

- has ultimate accountability for the Careers Programme across College.
- should ensure that they receive and act upon recommendations from the College Employability & Careers Lead as appropriate.
- should appoint a nominated 'link' governor to work closely with the College Employability & Careers Lead on ensuring effective delivery of the Careers and Employability Strategy for the College.

5.2 College Senior Management Team is responsible for:

- ensuring a member of SMT is named as Strategic Careers Lead
- ensuring an Employability & Careers Lead is appointed.
- relevant staff are aware of this policy.
- there are enough qualified, experienced staff and up to date resources.
- ensuring all staff have access to training, support and resources which are appropriate to their role.
- Establishing sound information sharing agreements with the local authority and other providers where appropriate.
- Reinforcing the collective responsibility of staff delivering on the Gatsby benchmarks
- SMT commitment to CEIAG is visible and strong with learners, parents, employers and the wider community. Our links with industry and the emphasis on career opportunities are highlighted through SMT engagement with certain areas of commerce.

5.3 The Employability & Careers Lead is responsible for:

- influencing the development of strategy and implementing the delivery of the College's programme of career advice and guidance
- establishing a quality Careers Programme that meets the expectations set out in the Gatsby Benchmarks, including differentiation required to meet the needs of students with SEND.
- ensuring that the College has published on our website details of the Careers Programme and the role of the Employability & Careers Lead.
- ensuring the destinations of young people from the College are tracked and that this information is used to improve the effectiveness of the College's Careers Programme.
- quality assuring the Careers Programme for the College to ensure it continuously improves and that it delivers the kinds of impacts that are needed for young people.

- liaising with external partners, such as employers, learning providers and career guidance services, as well as ensuring that the various elements of the College's careers provision are coordinated and managed through a stable and embedded programme.
- working with the 'link' governor on Corporation and members of SMT to ensure the Careers Programme is resourced to meet government guidelines.
- working with Marketing and publicity to support the development of alumni networks
- working with marketing and publicity to promote CEIAG through all social media platforms to raise the visibility of the careers branding.
- working with external agencies including the Careers and Enterprise Company and the Careers Hub and Enterprise Advisers to support our Careers Programme.
- work with other IAG providers within the College to ensure consistency of service and share best practice – this is to include, Higher Education, NSSW, Future Foundations Project, Apprenticeship team, Job Shop staff and other Business and Professional Delivery staff.
- To be adaptable in remote ways of working so that students can access the careers service via teams/zoom where necessary
- To lead on a career champion committee so that CEIAG updates, messages and training can be filtered out across college

5.4 The Team Leader for Student Services is responsible for:

- Contribute to the Careers Strategy for the College and supervising activities which are planned, developed and delivered by the Employability & Careers Lead.
- Ensuring the quality of 'pre-entry' guidance is delivered to prospective students via open events and outreach work
- Overseeing the Employability & Careers Lead with their day-to-day job responsibilities
- Overseeing the different responsibilities that external CEIAG organisations have to specific groups of students e.g., CSW Group, Carefree. Ensuring mechanism are in place for access and referral.
- Ensuring that those who are in authority care are maximising every opportunity to access CEIAG

5.5 The Employability & Careers Lead is responsible for:

- linking with curriculum areas to plan, develop and deliver suitable careers education activities for learners.
- developing and providing workshops to support student CPD and Professional Development.
- making lesson plans and resources available on Moodle/Sharepoint for staff to use themselves.
- ensuring that careers information resources are up to date and are circulated to programme areas via career adviser links and the career champion committee.
- ensuring the central IAG is well managed, imaginatively and adequately resourced to support learners/ potential learners.
- offering a differentiated approach for learners with SEND.
- ensuring that gender stereotyping is avoided in all career interventions and that they adhere to College principles of equality, diversity and inclusion.
- making effective use of LMI to support careers interventions, making resources widely available to students, and parents / carers as appropriate.
- Reinforcing to programme areas the benefits of highlighting local and national LMI to inform students of what their future careers landscape could look like
- ensuring access to info on full range of learning and progression opportunities, including academic and technical options – need meaningful encounters with a range

of providers including other FE providers, universities, apprenticeship and training providers, and opportunities to meet staff and other learners at those institutions.

- ensure there is a consistent approach to keeping records of individual guidance given to learners.
- maintaining their own CPD and be qualified at Level 6. Maintain membership of the Career Development Institute, appear on the professional register and ensure that the code of ethics is adhered to
- Collaborating with CEIAG staff from all areas/departments of Truro and Penwith College

5.6 Programme Team Leaders are responsible for:

- promoting the value of CEIAG and knowing how they and their department have a commitment and responsibility to Gatsby
- working with curriculum staff, the Employability & Careers Lead, Learning Services Team Leader & Student Service's Team Leader to identify students 'at risk' – including looked after children, care leavers, students with EHCPs in order to ensure a consistent and effective approach to careers provision for those students to meet their needs.
- Ensuring that their programme areas have a career champion to attend x6 committee meetings
- Ensuring that careers are embedded in their curriculum areas
- To have a detailed overview of intended destinations and actual destinations of exiting learners

5.7 Learners should:

- should be actively involved in and take ownership of their progression planning and career development.
- attend punctually all planned tutorial and CEIAG activities
- work co-operatively with staff and fellow learners, respecting the views of others and the principles of equality and diversity.
- Be able to differentiate between the different CEIAG support services
- Have a role in shaping the careers strategy through consultation forums
- To recognise that through IAG they can have meaningful conversations in several topics including (list is not exhaustive) careers and occupations, university research and UCAS applications, gap years and alternatives to university, linked in, apprenticeships, internships, traineeships, exploration of skill sets & employability skills, course changes, labour market information, jobs search, student finance

5.8 Tutors and Curriculum Staff are responsible for:

- Having an awareness of Gatsby and how they meet certain benchmarks
- providing sufficient course information and advice to enable prospective learners to make suitable choices pre-entry
- ensuring that they are aware of specialist services, maintaining effective working links and making referrals, on course and progression careers guidance when required.
- linking LMI to their schemes of work in their specialist subject areas, delivering information in tutorials and advising students in 1:1 meetings
- keeping up to date with careers materials on Moodle/SharePoint
- To regularly input on what opportunities are connected to a students intended destination (signposting to level 6 guidance when necessary)

6. Resources

The Employability & Careers Lead and Team Leader for Student Services have the following responsibilities regarding resources:

- to ensure that advice and guidance are informed by up-to-date labour market information
- to ensure that comprehensive, up-to-date online and hard copy (where requested) resources are always available to students in the Student Services area.
- to ensure that relevant resources are shared with other student-facing staff in order to support their own delivery of IAG e.g. at school liaison events, admissions staff, interviewers, subject lecturers etc.
- to ensure that the delivery of careers education through the tutorial system is properly resourced with activities, presentations and information appropriate to the needs of different groups, is readily available on Moodle/SharePoint
- To ensure that regular opportunities exist (including by self-referral) for individual careers guidance and action planning with subject lecturers, tutors, DTLs, PTLs, Job Shop staff and the College's Employability & Careers Lead where appropriate
- To ensure the monies allocated for careers work are properly allocated in the interests of students and the objectives of the service

7. Quality / monitoring and evaluation

The College is committed to maintaining the national standards established for the award of Investors in Careers, which was first gained by the College in 1996. We are also committed to the Matrix Quality Standard in Information, Advice and Guidance services, first awarded to the College in 2007.

As part of the continual improvement of college services, the provision will be reviewed annually. The Employability & Careers Lead and Team Leader of Student Services will use a range of sources to review usage of the service and ensure that students, parents, carers, employers and partner services feedback is regularly requested and fed into meetings and decisions about development of all aspects of the service. We will look at the Career and Enterprise company's compass assessment termly to see how we are performing on Gatsby.

Evaluations and feedback will be sought using a range of devices including:

- Autumn Cross-College Survey of first year students
- Annual Tutorial Reviews
- Annual Course Reviews
- Learner Voice Meetings
- Student Services feedback forms
- Careers Appointment feedback forms
- Careers workshop feedback forms

Quality assurance of guidance interviews will be monitored through peer observation on an annual basis. Level 6 advisers are full members of the CDI and maintain elements of quality through a code of ethics and mandatory cpd.

The CDI also provide a framework that looks at 6 areas Grow throughout Life, Manage Career, Balance Life and Work, Explore Possibilities, Create Opportunities, See the Big Picture. We regularly audit the curriculum to measure how we are evidencing these areas against the framework.