

Careers Education,
Information, Advice and
Guidance Policy
(incorporating careers strategy
& programme)

Author: Catherine Jackson

Reviewed: April 2019
Next review: April 2020

1. Policy statement

- 1.1 The Isle of Wight College is committed to providing high quality, independent, professional careers education, information, advice and guidance, which enables learners and potential learners to make informed decisions and plan and manage their progression through learning and work. The college will help all learners achieve their potential and work towards achieving their career aspirations by making successful choices.
- 1.2 This policy is mindful of the guidance document 'Careers guidance, guidance for further education colleges and sixth form colleges' produced by the Department of Education in October 2018 to provide Colleges with guidance on the requirement to secure access to independent careers guidance. The college's approach to careers education, information, advice and guidance has been based around these guidelines and the broader Gatsby Charitable Foundation's benchmarks. The Isle of Wight College will ensure that all learners are provided with information on the full range of post-16 education, training and employment options, including apprenticeships, presented and promoted in an impartial manner. The college will ensure all learners can access careers information from a variety of sources, including face to face guidance where required, to help learners make informed decisions. Every learner will have opportunities for guidance interviews with a qualified careers adviser. The college will endeavour to ensure the best interests of students are central to this policy and its implementation. The delivery of careers education, information, advice and guidance (CEIAG) also underpins the achievement of the college strategic objectives:

- **Strategic Aim 1: To be the lead post-16 education provider on the island**

In order to achieve this aim The Isle of Wight College will ensure that students make informed decisions and plan and manage their progression through learning and work. This requires a high level of understanding of the opportunities available to achieve their career aims and achieve their potential, through provision of up-to-date careers education and independent and impartial careers guidance that puts students first. This will ensure that students are motivated and enthused and strive to achieve the best possible results.

- **Strategic Aim 2: To offer a wide range of learning opportunities, which are responsive to learners' needs and enable sustainable institutional growth**

In order to achieve this aim the college will develop a close partnership with local and national employers, training providers and other educational establishments, to ensure that provision reflects the requirements and needs of the local, national and European labour market so that learners are equipped to make the most of opportunities to progress in their careers and achieve their potential. The Isle of Wight College will build a close relationship with local employers, utilising services like the National Careers Service and the National Apprenticeship Service to ensure learners have access to up-to-date information on opportunities in different sectors.

- **Strategic Aim 3: To provide first class resources and ensure their efficient and effective application to support learning**

The Isle of Wight College will provide the careers education resources, specialist training and the access to independent and impartial advice, information and guidance required to support first class teaching and learning.

- **Strategic Aim 4: To recruit, develop and retain a highly skilled and motivated staff and governing body**

The Isle of Wight College will employ professional careers guidance staff with a level 6 qualification in careers guidance and a qualification in careers education, who abide by the professional and ethical standards set out by the Careers Development Institute, to ensure course tutors and managers have access to the specialist support and advice they require to provide learners with the best possible learning experience.

This policy is also linked to the following college policies and documents:

- Equality and Diversity Policy
- Safeguarding Policy.

2. Policy context

- 2.1 All learners need a planned programme of activities to support them to choose pathways that are right for them and which enable them to make informed decisions, achieve their potential and manage their life choices and sustain employability throughout their lives, where possible.
- 2.2 Careers education, information, advice and guidance (CEIAG) is designed to meet the needs of learners at this college and those who are considering enrolling here. It is differentiated and personalised to ensure progression, through activities that are appropriate to the learner's stages of career, learning, planning and development. Learners are entitled to CEIAG which meets professional standards and which are person-centred, independent, impartial and confidential. The Isle of Wight College will maintain a partnership with the National Careers Service and ensure students have access to different sources of careers information, both web-based and telephone-based. However, mindful of the current lack of nationally funded face-to-face guidance for college learners under 19 years, The Isle of Wight College is committed to providing face-to-face guidance opportunities to all learners who would benefit from this through employing its own careers adviser. The college will employ professional staff with a Level 6 qualification who are registered with the Careers Development Institute, abide by the professional and ethical standards set out by the CDI and actively engage in continuous professional development. Careers advisers will be expected to provide information on the full range of post-16 education and training options, including apprenticeships, presented in an impartial manner and designed to promote the best interests of the learner and to support them to make informed decisions to achieve their career aspirations.
- 2.3 The key principles upon which this policy is based are that careers education, information, advice and guidance:
- 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 independent: Careers advisers working in college will be expected to provide information on the full range of post-16 education and training options, including apprenticeships, presented in an impartial manner and designed to promote the best interests of the learner and to support them to make informed decisions to achieve their career aspirations
 - Is transparent, impartial and provides opportunities for confidentiality
 - Is enhanced by strong networks and collaborative approaches involving student services, curriculum teams and external partners including employers and local universities

- Provides comprehensive information and advice, including information on career paths and the labour market
- Contributes to increasing participation, retention and achievement and to facilitating successful progression by raising aspirations, helping students to make informed choices and to develop career management skills
- Is based on measurable outcomes: Key measures to assess achievement will include data from student feedback including information from the student survey - in particular the percentage of students who state they know what they can progress to: the percentage of students that feel that they are being helped to identify career and education choices in college: and the percentage of students that state they have used careers information and materials in college. This will be assessed against benchmarks for other further education colleges and compared year on year to track improvement or identify areas that require improvement.
- Uses data from UCAS measuring the number of students from college applying to higher education institutions and the numbers and percentages offered places by these. This will be compared to national UCAS data and tracked year on year to measure improvement. This data will also be analysed in relation to equality and diversity, to ensure ethnic minority, disabled students and other vulnerable groups are being given the support they need to overcome barriers to progression and are not disadvantaged compared to the overall student cohort in relation to achieving places in higher education.
- Uses destination data gathered by the college quality team measuring student destinations in terms of progression to higher education, employment and other further education courses. This will be compared to data from other local providers (where this is available) and regional and national data (including 16-18 education destinations information in school-performance tables) and tracked year on year to measure improvement.

2.4 Gatsby benchmarks

The college's approach to careers education, information, advice and guidance has been based around the Gatsby Charitable Foundation's benchmarks, designed to develop and improve careers provision. This policy recognises that both co-ordinated external support and appropriately skilled and experienced careers leadership in college are important to meet the benchmarks.

2.5 Careers education

Careers education and guidance at The Isle of Wight College consists of a combination of the following elements:

- Topics linked to progression (such as UCAS), exploration of career ideas (KUDOS) and job search activities (such as CV preparation and interview preparation).
- Visits to employers and universities.
- Talks from speakers, such as employers, training providers and student ambassadors.
- A partnership with the Careers & Enterprise Company to further develop and extend employer engagement.
- A range of supported activities such as outreach activities provided by local universities.
- Active promotion of the full range of learning opportunities available to learners, academic and vocational, including apprenticeship opportunities offered by all

providers. This will include access to vacancy information produced by 'Island Futures' and the National Apprenticeship Service. Learners will have a meaningful encounter with a range of learning and training providers that offer opportunities that may form the next step in their career, by the end of their programme.

- Access to up-to-date labour market information, accessed through their curriculum area or through the careers website.
- First-hand experiences of the workplace through work visits, work shadowing and/or work experience. All learners aged 16-19 will be supported to participate in two meaningful encounters with employers or professionals working in their curriculum area by the end of their programmes.

2.6 Careers information, advice and guidance include:

- Pre-entry course information and advice on post-16 pathways
- On course and progression information, advice and guidance.

3. Learner entitlement

- All prospective learners are entitled to accurate course information and advice on progression routes. The student services, admissions and careers guidance teams provide impartial information, advice and guidance to assist with course choice, career planning and transition into college.
- At induction, all learners receive information about student services, careers advice services, support services and course based support.
- Learners and prospective learners can access impartial, up to date information on courses, careers, funding and personal issues through student services and the college careers adviser.
- All learners are entitled to use the full range of student services including careers guidance and welfare and funding advice.
- All learners are entitled to progression information and assistance with progression choices from the college careers adviser, progression advisers, subject tutors or student services teams.
- During their study programme all learners will be able to access and use information about career paths and the labour market to inform their own decisions on study, apprenticeship and employment options.
- All learners and prospective learners can independently access the college careers library, maintained by a designated member of the library staff, at times as advertised in the Learning Resources Centre.
- During their study programme all learners will have the opportunity for a guidance interview with an appropriately qualified careers adviser at a time tailored to the needs of each learner. Records of careers interviews will be recorded on eTrackr. These records will be accessible to both learners, tutors and Pastoral and Progress Advisers (PPA), to help PPAs and tutors support learners to implement decisions that have been made by learners.
- Parents will be encouraged to access and use the information on the parents' section of the college website to learn more about progression routes and labour market information.
- All learners enrolled on a college course can access and utilise an up-to-date IAG website which provides links to careers websites such as the national apprenticeship website, Plotr and UCAS.

4. Roles and responsibilities

4.1 Learners:

- To be actively involved in and take ownership of their progression planning and career development
- To attend punctually all planned teaching and learning activities, tutorial, careers education and guidance activities
- To work co-operatively with staff and fellow learners, respecting the views of others and the principles of equality and diversity.

4.2 College management is responsible for ensuring that:

- Relevant staff are aware of this policy
- There are sufficient qualified, experienced staff and up-to-date resources
- All staff have access to training, support and resources, which are appropriate to their role.

4.3 The College has appointed Lynne Christopher, the Deputy Principal and Roland White, the Assistant Principal, as Careers Leaders to lead on the delivery of The Isle of Wight College's Careers Education, Information, Advice and Guidance Policy. The Careers Leaders are responsible for ensuring the delivery of a structured Careers and Enterprise programme that meets the requirements of the Gatsby Benchmarks and the guidance issued by the Department of Education in October 2018. Their contact details are available on the college website. The college Careers Leaders are responsible for:

- Ensuring that the college has an embedded, stable, structured programme of careers education and guidance that is known and understood by learners, parents, teachers, employers and other agencies
- Managing CEIAG activities, which are planned, developed and delivered by professional, specialist careers advisers, progression advisers and course tutors in the college
- Ensuring the careers programme is regularly evaluated with feedback from learners, parents, college staff and employers as part of the evaluation process.

4.4 Specialist careers staff are responsible for:

- Providing training for college staff on pre-entry interview skills, UCAS procedures, UCAS reference writing and other topics on request
- Linking with a curriculum area to plan and develop suitable careers education activities for learners
- Maintaining an up-to-date IAG website with links to relevant resources
- Providing face to face guidance and support
- Ensuring all learners have the opportunity of a guidance interview at an appropriate time during their programme of study
- Leading group sessions for students on careers education and guidance
- Liaising with appropriate external agencies to meet the requirements of this policy
- Liaising with the college's learning support team to ensure that 16-to-18 year-olds and 19-to-25 year olds with an education and health care plan (EHCP) are provided

with independent careers guidance at appropriate points during their programme of study.

- 4.5 Curriculum staff contribute to CEIAG through their roles as academic tutors, and are responsible for:
- Providing sufficient course information and advice to enable prospective learners to make well-informed choices pre-entry and during induction activities
 - Ensuring that they are aware of specialist services, maintaining effective working links and making referrals for pre-entry, on course and progression careers guidance when required
 - Ensuring that learners are aware of specialist services, tutorial and course based support
 - Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their learners' needs
 - Linking curriculum learning with careers, even on courses that are not specifically occupation-led
 - Ensuring that learners are aware of the importance of maths and English as a key expectation from employers
 - Being aware of confidentiality issues and dealing sensitively with information disclosed by learners
 - Positively promoting equality and diversity and challenging gender stereotypes in accordance with college policies.

5. Services

Accessing specialist support from a Careers Adviser

- 5.1 Learners and potential learners who require an impartial and confidential careers guidance interview can self-refer or be referred by any member of staff at the college at any point in their learner journey. Appointments can be booked through course tutors, PPAs, the admissions/reception team and the student services team, all of which have access to the careers advisers' electronic diary.
- 5.2 Admissions and student services team members can arrange individual, confidential interviews with a qualified and experienced careers adviser by request. All learners and applicants are informed of the availability of an appointment through careers education activities during their course. At certain times of the year, extra facilities may be offered, such as UCAS support. Follow up appointments may also be offered where appropriate.
- 5.3 Clients who are 19 and over and have not applied to the college are referred to the National Careers Service (NCS) adviser. Any learner can also seek to arrange an appointment with a NCS adviser. Where a face to face interview is appropriate, appointments can be arranged through reception, admissions and student services.
- 5.4 Learners may be offered a clear written summary of guidance to help them know what their next steps are, as agreed in the interview. They may be given other written information, or advised to obtain relevant information, as appropriate.
- 5.5 Clients may be referred to other specialist advice, either within the college or with external agencies, e.g. Jobcentre+.

- 5.6 A potential learner may benefit from careers guidance, for example, if they:
- are uncertain of course choice
 - do not have the minimum grades for the course chosen
 - have a poor rationale for their course choice
 - have previously attempted to study the course
 - have non-existent or unrealistic career plans
 - Have low confidence about previous studies.
- 5.7 On course learners may benefit from careers guidance, for example, if they:
- need help with planning their career path
 - are considering leaving the College before their course ends
 - are coming towards the end of their course
 - need help with applying to university or to another college
 - would like help with job search activities.
- 5.8 College staff receive information about the careers guidance service during their initial induction and can contact the team at any time for advice on referring learners. Publicity leaflets detailing the service, including opening hours can be obtained from admissions and student services.
- 5.9 PPAs and subject tutors have been trained to offer signposting to careers information and advice during a one to one tutorial or as part of embedded subject delivery, for instance, employability.
- 5.10 The College Careers Adviser will liaise with curriculum staff to ensure all learners are offered the opportunity of a guidance interview at an appropriate point in their programme of study.
- 5.11 The College Careers Adviser will liaise with the Head of Learning Support to ensure that 16-to-18 year-olds and 19-to-25 year olds with an EHCP are provided with independent careers guidance at appropriate points during their programme of study.

Pre-Enrolment Information, Advice and Guidance

- 5.12 The College has a website which provides accurate and up-to-date information on courses, entry qualifications and progression routes. The admissions team will organise admission interviews for applicants. These interviews will be with experienced and qualified curriculum staff who are vocational specialists. These staff will help learners explore the course they are interested in and possible progression routes from this. Students who are unsure about their options will be offered a careers interview with a qualified Level 6 Careers Adviser. The Isle of Wight College also works closely with local secondary schools to support Year 11 learners by offering visits to college and 'tasters' in specific vocational areas, to help potential applicants gain an insight into one or more of our courses.

Events and Workshops

- 5.13 College Careers Advisers, Progression Advisers, Learning Resources Centre and curriculum staff will organise a range of events, workshops and activities to support students in understanding their options and make informed decisions in terms of their career goals and aspirations. The Learning Resources Centre offers individual students and groups of students support with CV preparation, job applications and interview preparation.
- 5.14 Curriculum areas will ensure that, alongside their study programme, learners are given the opportunity of at least two meaningful encounters with employers or professionals working in their curriculum area. In relation to students on Level 3 courses, curriculum areas will support students to visit a local higher education institution or meet with staff from local universities at college. Curriculum staff, with support from the Lead College Careers Adviser, will ensure that by the end of their programme each learner has a meaningful encounter with a range of providers of learning or training that may form the next step in their career. According to the individual needs of the learner this might include apprenticeship providers, universities, employers or vocational specialists working in their curriculum area. Equality and diversity will be embedded in all aspects of careers education at college and will aim to challenge gender stereotypes. The Lead College Careers Adviser will support students in preparing for higher education interviews. Progression Advisers and curriculum staff will offer support to art and design students in preparing portfolios for higher education interviews.
- 5.15 The Isle of Wight College supports the annual Careers and Job Fair held at college each year in partnership with the Isle of Wight Council, local employers, training providers and universities. The aim of this event is to give learners information on the full range of education, training and employment options that are available to them.

Careers Website

- 5.16 The Isle of Wight College has a careers website that provides links to the full range of education and training options, including apprenticeships and labour market information. It includes links to the National Careers Service website, Unistats, UCAS, LMI for All, Student Finance, plotr, which university, find an apprenticeship and many other key websites. The Isle of Wight College also has a licence for the KUDOS computer programme which helps young people generate and explore career ideas and research the opportunities available in their region, based on up-to-date labour market information.

Job Boards

- 5.17 The Lead College Careers Adviser will provide up-to-date information on local employment opportunities (including apprenticeship opportunities from all training providers on the island) on a Job Board in the concourse area. Links are also available on the college careers website to apprenticeship opportunities (both locally and nationally) and to up-to-date labour market information.

Parents

- 5.18 The Isle of Wight College is committed to working closely with parents to assist the progression of learners. The Isle of Wight College has a parents' section of the college website which gives parents information on the support services that are available and information on progression options including higher education and apprenticeships. There is also a link to help parents explore labour market information. The college offers regular events at college aimed at giving parents information on progression opportunities.

At Risk Students

- 5.19 Students who are at risk of being withdrawn from their programme of study will be contacted to provide high quality, impartial careers information, advice and guidance.

STEM

- 5.20 The Isle of Wight College has developed a specialist Centre of Excellence for Composites, Advanced Manufacturing and Marine (CECAMM) with guidance and support from local employers, to give students the skills they need for work. The new facility provides the existing and future workforce of the Isle of Wight with the skills which employers need, in order to grow and prosper in the modern economy. The new CECAMM facility offers students a choice of career options together with the appropriate study programmes to secure that career.

Quality assuring the service

- 5.21 The service has robust quality assurance systems and is evaluated by:
- Regular reviews of the delivery of CEIAG against the key principles
 - Conducting regular internal reviews of the quality of CEIAG through monitoring of student surveys, destination information and other feedback mechanisms
 - Ensuring that the elements of the matrix Standard are being adhered to
 - Contributing to the college self-assessment processes.

6. Location and access to the policy

This policy is available on the college website and student and staff portal. It can be made available in large print, Braille and other languages.