



## CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

Student Services Policy Document  
Approved by: Telsad  
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## 1. **Content**

Havering College of Further and Higher Education (HCFHE) is fully committed to ensuring that all learners acquire the skills, knowledge and attitudes to manage their learning and career progression. In order to achieve this, the college recognises the importance of implementing Ofsted's common inspection framework and recent Government Careers Educational Developments.

The Governing body reviews and monitors the quality of Careers Education Information Advice and Guidance termly via reports to the Student governor committee. Reports are also presented to TeLSaD and Careers Information Advice and Guidance is included in the action plan for Learner Employability 2015/16 (The Mind Set Report) termly updates delivered by Assistant Principal, Business and Technology.

## 2. **Purpose**

The purpose of this policy is to specify the college's approach in developing learners' understanding of career and progression routes and the level of preparation required for the workplace. The college's role in supporting learners ability to progress effectively within learning and the labour market and therefore underpin social mobility and economic efficiency.

## 2.1 The College's Vision Mission and Purpose

The quality of careers education, information, advice and guidance is central to the College's Vision, Mission and Purpose.

Vision	is of a college which is a resource provided by the community for the community
Mission	is to deliver high quality education and training that responds to the needs of employers and individuals
Purpose	is to attract and retain learners to ensure they achieve and thereby raise standards, widen participation, address social exclusions and contribute to economic growth

## 2.2 The College's Values

We aim to be:-

Passionate: About our learners' and customers' success and teaching and learning

Inclusive: Positively promoting the diversity of our learners, and recognising the blend of skills and talent that our staff possess.

Innovative: Being creative, resourceful, enterprising and have the courage to be different, leading from the front.

Optimistic: Believing positively, striving for high standards, inspiring others and expecting the best.

### 3. **Scope**

This applies to all staff involved in the delivery of information, advice and guidance; careers guidance; teaching; enterprise and employability.

### 4. **Aims and Objectives**

#### 4.1 **Aim**

The college will ensure that by delivering high quality, professional careers education, information, advice and guidance learners develop personal, social and employability skills and attitudes to enhance employability and are supported in their career management.

#### 4.2 **Objectives**

Ensure all learners have:

- Access to professional and impartial 1:1 careers guidance
- Access to a Careers Education programme that makes learners better informed of progression, career and employment routes
- Opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- Access to information about work, employment and apprenticeship opportunities
- Support with evaluating information and developing analytical skills
- Support and guidance with training, further and higher education routes

## 5. Learner outcomes

### 5.1 Learners' Career Exploration

Learners will be able to:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities
- Access appropriate information, resources, help and guidance
- Understand changes in education, training and employment and the impact of these on career and working life
- Analyse opportunities in work, training and further and higher education
- Understand the full range of options available to them from various sources of information

### 5.2 Learners' Self Development

Learners will be able to:

- Understand self and key qualities and skills
- Develop key skills including team work, problem solving, independent enquiry, resilience, managing own career development
- Through work experience, test their effectiveness in the work place and develop skills through experience

### 5.3 Learners' Progression

Learners will be able to:

- Make and implement career plans
- Decide on next step in their career development using action planning, reviewing and setting smart targets
- Manage transition
- Search for appropriate opportunities and develop networks
- Prepare for work, further or higher education through written application and at selection interview

## 6. Careers Education, Information, Advice and Guidance Implementation

### Roles:

#### 6.1 Curriculum/Teaching Learning and Assessing

Teaching staff contribute to the delivery of CEIAG through:

- The delivery of compulsory tutorials which include Stages of Career Planning, College Values, Equality Diversity and Community Cohesion and Study Skills.
- Ready for Work Passport delivered during tutorials.
- Support for learners in preparing Individual Learning Plans (ILP) and ensure that learners are aware, monitor and review their individual targets and target setting.
- Conducting regular STEP and one to one reviews with learners
- Employability skills are identified, embedded and demonstrated in all learners' main vocational qualifications.
- Maths and English is taught and embedded throughout the duration of learners' vocational qualification.
- Ensuring that learners participate in careers events and industry days.

## 6.2 Careers Hub

Careers guidance and development practitioners contribute to the delivery of CEIAG through providing:

- Accessible, professional, impartial 1:1 careers guidance interviews across campuses.
- Independent external careers advice to learners through Prospects Careers Advice Plus.
- Support to curriculum staff by delivering careers and progression tutorials.
- Collaboration with the Enterprise Hub in delivering employability sessions to learners.
- Annual Futures Week careers and employability event across the college.
- Careers practitioners who work collaboratively with curriculum staff, external agencies, employers, universities and volunteering organisations for the benefit of learners

## 6.3 Enterprise & Employability/Enterprise Hub

Contribute to the delivery of CEIAG through:

- Preparation, delivery and monitoring of the Barclays Lifeskills Ready for Work Passport.
- Organising industry specific talks for curriculum areas
- Assisting learners with enterprise activities and entrepreneurship
- Enterprise and Work Placement Co-ordinators within curriculum areas liaise and work with employers to provide opportunities for learners to access meaningful work experience.

## **6.4 Partnership Work**

The College will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information including local and national employers, charitable organisations, recruitment consultants, apprenticeship employers and professional bodies.

## **7. Quality Assurance**

The College hold the Matrix quality standard successfully re accredited in June 2015 and will be applying for the The Quality Award in CEIAG (Prospects) validated by Quality in Careers Standard (QiCS) as identified as an Area for development in the learner employability action plan. Careers Advisers also follow the Career Development Institute code of ethics and the College is an Affiliate Member of the CDI. Learner feedback is key to the development of the service and is obtained through evaluations after 1:1 guidance, group work, large scale talks, events and activities. Learner feedback forms part of our Quality Assurance measure and consequently influences the development of the service

### **7.1 Destinations**

Head of Information Services is responsible for learners data capture and destination of learners is tracked annually and reports given to leadership team and staff to analyse and incorporate into self-assessment reports.

## 8. Policy Review

This policy will be reviewed annually

## 9. Links to other College Policies and documents

This policy links with the College's Information Advice and Guidance Policy

Enterprise & Employability Development Strategy (2014-2017)

Equality & Diversity Policy

Observation of teaching, learning and assessment policy

This document is produced with due regard to the following Government guidance and duties:

Career Guidance & Inspiration in Schools 2015 statutory guidance

Education Act 2011 section 29

London Ambitions (London Councils) 2015