



Careers Education,
Information, Advice and
Guidance Policy
2023 - 2024

Careers Information, Advice and Guidance (CEIAG) Policy

Introduction

Activate Careers programme will support students to plan and manage their careers and their individualised destinations to meet their needs effectively, ensuring progression which is both meaningful and aspirational. It will promote equality of opportunity, embrace diversity, safeguarding and challenge stereotypes.

This policy will be guided by the Gatsby benchmarks and conform to statutory requirements, in particular the DfE's Careers Strategy and the revised statutory guidance.

This policy is interwoven with the College's Work Experience Policy, Policy Statement on Provider Access and Equal Opportunities Policy.

Legislation Update 2023

Activate takes account of the DfE January 2023, revision to Statutory Guidance

Legislation update 2018

'The statutory guidance reflects policy changes announced in the Government's Careers Strategy: Making the most of everyone's skills and talents (DfE, 4th December 2017). It updates and replaces the statutory guidance issued in March 2015 and re-issued in April 2017. It is 'framed' around the eight Gatsby Charitable Foundation's Benchmarks of good practice in careers provision, with information about what schools and colleges need to meet each one'.

Intent

Activate College aims to embed a CEIAG programme across all areas of the curriculum, signposted against the relevant Gatsby Benchmark. There is a comprehensive timetable of activities and events for students to access both within and outside of curriculum lessons.

All students are provided with access to high quality, impartial and unbiased careers information and adhere to equal opportunities whilst undertaking work-based learning.

Activate College adopts a flexible approach in order to provide for the wide range of special educational needs of its students alongside involving parents and guardians in:

- Assisting students in making informed career and lifestyle choices
- Ensuring students have access to a wide range of meaningful work experience and work and life skills opportunities.
- As part of the Transition process – The annual 'Next Steps event' provides students, parents and guardians with the opportunity to meet with adult placement providers, supported employment sector, further education colleges, local service providers, apprenticeship and volunteering sectors and supported internships who will provide information regarding the next steps into Adulthood.

Our aim is to support young people to choose subjects and options that suit their aspirations, abilities and individual needs. The Careers Education, Information Advice and Guidance (CEIAG) programme is robust and helps to avoid disengagement. Placing college learning into a wider and more relevant context and helping to raise student aspirations. All students who attend Activate College, have an Education Health Care Plan (EHCP), our aim is to

Implementation

At Activate College we use a person-centred approach, we are committed to: -

- Providing work skills opportunities through the Career, Advice and Transition Team – internally within College and externally through the extensive range of partnerships with local business, voluntary and adult social care providers across the Merseyside region
- Delivering economic and business understanding through creative enterprise projects and Career Building sessions
- Equipping students with skills essential for adulthood and lifelong learning
- Fostering links between Activate College, local business, volunteering and adult social services and further education establishments
- Working with Parents and Guardians to develop the Activate Parents Enterprise (APE)
- Development of the Student Alumni

Impact

By providing a clear pathway to Adulthood through impartial careers advice and guidance, a robust careers programme, work skills and work experience placements, to ensure EHCP outcomes are achieved and preparing students the next stages of their lives into Adulthood.

Careers Programme

Activate College believes that every young person needs high quality career guidance to make informed decisions about their future.

As an education provider Activate College has a statutory obligation to meet the eight Gatsby Benchmarks as defined by Sir John Holman in 2013 and supported by The Careers and Enterprise Company

The careers programme incorporates the national framework for implementing IAG in England and meets the 8 Gatsby Benchmarks, which are used as part of monitoring, review and evaluation process: -

- 1 A stable career programme
- 2 Learning from careers and labour market information
- 3 Addressing the needs of each pupil
- 4 Linking curriculum learning to careers
- 5 Encounters with Employers and Employees
- 6 Experiences of Workplaces
- 7 Encounters with F.E. and H.E
- 8 Personal Guidance

College Careers Programme mapped to Gatsby Benchmarks

1. A stable careers programme	<ul style="list-style-type: none"> ➤ Curriculum area work-skills experiences ➤ Job Coach support-internal work-skills and external work experience placements ➤ Employer encounters ➤ Employee talks ➤ Careers week ➤ Annual EHCP reviews ➤ Input by The Careers, Advice and Transition Team
2. Learning from career and labour market information	<ul style="list-style-type: none"> ➤ Links with the DEA at the local Job Centre Plus ➤ Employer visits ➤ Local LMI ➤ Past student's journeys ➤ Notice boards
3. Addressing the needs of each student	<ul style="list-style-type: none"> ➤ Information advice and guidance interviews ➤ Input by The Careers, Advice and Transition Team ➤ Bespoke careers advice from a Level 6 qualified Careers Lead ➤ Annual EHCP reviews
4. Linking the curriculum to careers	<ul style="list-style-type: none"> ➤ Independent Living Skills and PSHE - Personal, Social, Health Education form part of the curriculum pathways ➤ Bespoke career building sessions ➤ Employer visits
5. Encounters with employers and employees	<ul style="list-style-type: none"> ➤ Bespoke work experience placements ➤ Career Building sessions ➤ Careers week ➤ Next Step Transition event
6. Experience of workplaces	<ul style="list-style-type: none"> ➤ Workplace visits ➤ Bespoke work experience placements ➤ Careers week ➤ Employer/Employee visits ➤ Taster Sessions
7. Encounters with further and higher education	<ul style="list-style-type: none"> ➤ Visits to future providers ➤ Transition Events ➤ Workplace visits ➤ Individual support from Job Coach
8. Personal guidance	<ul style="list-style-type: none"> ➤ Information Advice and Guidance interviews ➤ Dedicated Job Coach support whilst on work-skills/work experience placement ➤ Bespoke Career Building sessions ➤ Input from Career, Advice and Transition Team

Activate Learner journey mapped to the Careers Development Institute (CDI) Framework



Learners will be able to

- Identify how they are making progress and what they need to do to raise their achievement and improve their wellbeing
- be willing to challenge themselves and try new opportunities



Learners will be aware of the range of opportunities available and with support, research options within

- Supported employment
- Volunteering
- Supported Internships
- Supported accommodation
- Social Care provision
- Local Community



Learners will be able to

- Understand the skills they will need to prepare them for their career pathway
- Develop their knowledge and skills in drawing up a realistic Information Advice and Guidance (IAG) action plan that is regularly reviewed



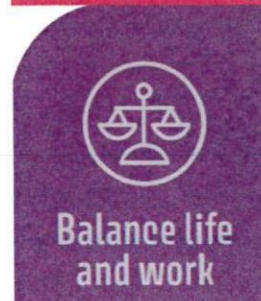
Learners will be able to

- Develop the ability to communicate their aspirations, needs and wants
- Participate in career building sessions, careers week and transition events
- Develop friendships and relationships with others



Learners will recognise

- That their contributions to college life will be valued and they will be respected in line with the principles of British values
- The ways that they can be involved in their family and community
- Transition - Looking forward to their career journey and next steps



Learners will be aware of

- The relationship between career, community and society
- Resources and media to explore and gain an understanding of work, wellbeing, community involvement and volunteering

We assess the quality of our practice through the 'Quality in Careers' standard award and professional membership of the Career Development Institute.

The Careers Leader, Tutors, Career Advice Transition Team and Senior Management Team are responsible for monitoring, reviewing and evaluating the programme of activities through a range of methods: -

- Regular meetings for discussion and informal feedback with the CEO and Senior Management Team
- Career guidance interviews/IAG's/Annual Reviews/Initial Assessment
- Analysis of the destination data
- Formal meetings with external agencies – Employers and other College contributors
- Evaluation process which enables students and Employers to review and comment

The CEIAG policy will be reviewed annually by the Careers Leader in accordance with College policy and will reflect future statutory requirements and recommendations.

Equality Impact Assessment

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010.

Under the Equality Act 2010, we have a duty not to discriminate against people because of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexuality.

Links with Governing Body

There is a named link Trustee responsible for Careers education. All changes to the Careers Policy are approved by the College governing body and they are regularly informed about the progress of the careers programme via reports/presentations delivered by the CEO and Strategic Career Advice and Transition Lead.

Parents and Guardians

Parental involvement is encouraged at all stages. The College website includes information for parents, which highlights key dates. Parents/Guardians are kept up to date with careers related information through letters, phone calls, emails, website, and open evenings. Both Parents and Guardians play a crucial part in their Young Person's career planning and transition as part of the annual review process.

Partnership working

Activate work collaboratively with the following organisations: -

- Local Authorities – Knowsley, Liverpool City, St Helens, Halton. Sefton, Wirral, Wigan and Cumbria
- Nat Spec - association of Independent Specialist Colleges
- Bluebell Park School
- Liverpool City Region Career Hub
- Career Connect

- Employers and training providers
- Careers Enterprise Company and Career Development Institute

Staff Development

The College makes every effort to meet the training needs of staff within an agreed period.

College Awards

The College has achieved 'The Quality in Careers Standard' award – a national quality award for careers education, information, advice and guidance provision in September 2020 – 2023 (Re-accreditation process started in July 2023).

The Careers Lead is a member of the Career Development Institute.

Signed:.....*J. Ye*.....(CEO)

Date:.....*21.07.23*.....

Signed:.....*[Signature]*.....(Link Trustee Member)

Date:.....*24.07.2023*.....

Date for Review: July 2024