



Careers Education, Information, Advice & Guidance Policy

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Document owner:	Vice Principal EDI & Student Experience
Equality impact assessment:	Yes
Student friendly:	Yes

Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)
1	New	March 2024	New

Monitoring and review

This policy will be reviewed by the Senior Leadership Team annually.

Careers Education, Information, Advice & Guidance Policy

Policy intent

The objective of the Careers Education, Information, Advice and Guidance (CEIAG) policy is to provide an outstanding student experience to all Bradford College students by providing a high-quality level of support to enable students to aim high, progress into positive destinations and to achieve their full potential in order to meet their career aspirations. The College's Careers Education, Information, Advice & Guidance ensures the offer is available to all students, which include 16–19-year-olds, adult learners, Higher Education learners and Apprentices.

This policy outlines the college's approach to providing support and guidance to learners in making informed decisions about their education, training, and career choices. In order to create a better future for all through education and training, CEIAG at Bradford College aims to remove barriers to progression, to further progress the social mobility of learners through education and to support students to manage their personal and careers development.

CEIAG is delivered jointly between professionally qualified careers staff, work experience & industry placement officers, curriculum staff and tutorial staff. The careers programme will equip students with employability skills, it will ensure that students are made aware of progression all routes including further and higher education, apprenticeships (including degree apprenticeships) and employment and kept updated with latest developments in LMI.

The college is committed to ensuring that:

- Every student is entitled to CEIAG services and can access one-to-one careers information, advice and guidance with a professionally qualified careers adviser and will be treated with respect and dignity without prejudice.
- The careers programme has been devised in line with the Gatsby Benchmarks.
- Students have access to the Navigate system, incorporates a careers section and database.
- Careers guidance interviews and careers workshops are delivered by the careers team, including introducing students to a range of online careers resources.
- All students will be provided with opportunities to interact with HE institutions, employers, industry specialists, apprenticeship providers and voluntary organisations to support their careers research in order to make fully-informed career decisions.
- The Bradford College careers service is accredited by Matrix and the Quality in Careers Standard and undergoes a full assessment every 3 years for both.
- Student feedback about the careers service is collated via our student satisfaction surveys. Employer evaluation feedback is obtained following careers events and work placements, and a link is available on the careers website for parents to leave feedback to us.

Monitoring and Review

- The positive impact of this policy will be monitored by the Vice Principal EDI & Student Experience.
- Targets associated with this policy will be monitored through the College's Performance Review cycle.
- An annual full evaluation of work experience placements will be completed by the Head of Department Student Services, and made available for review by the Senior Leadership Team and Corporation

In approving this policy, the College's SLT have confirmed that no students will be disadvantaged as a result of their protected characteristics and this policy supports the College's committed to Equality, Diversity and Inclusion.

Linked documents

Careers Education, Information, Advice & Guidance Procedures
Student Recruitment Policy