



# Careers Education, Information, Advice & Guidance Procedure

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## Revision history

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

## Monitoring and review

This procedure will be reviewed by Student Services and SLT annually.

## Purpose of the Procedures

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.

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 College's Careers Education, Information, Advice & Guidance Policy states that 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.

## Roles and Responsibilities

**The Vice Principal for EDI & Student Experience is responsible for:**

- Ensuring that the policy is operationalised through adherence to the procedures.
- Ensuring the strategy implemented meets the needs of all learners.
- Ensuring changes related to Programmes of Study are reflected in the College delivery of the policy.

**The Head of Student Services is responsible for ensuring:**

- Appropriate staffing and resources are identified to provide outstanding CEIAG services to our learners.
- Students are empowered to make decisions about their future and to support transition stages
- The Careers team deliver appropriate workshops, career fairs, and other related careers activity.
- The work experience team source relevant placement opportunities and employer engagement activity for students.

**The Careers team is responsible for ensuring:**

- One-to-one impartial careers support is available, that actively challenges stereotypes and misconceptions about careers and employability.
- Students are made aware and fully understand the options available to them
- To provide UCAS support to all Level 3 students throughout the year
- Delivering workshops, career fairs, and other related careers activities.

**The Heads of Department for Curriculum are responsible for ensuring:**

- Ensure all students are aware of the careers service through the effective delivery of the student induction
- Provide information at the earliest opportunity for at-risk and non-progressing students so the appropriate careers intervention can be provided
- Ensure that students are referred to the careers team for careers guidance when appropriate
- Adhere to the UCAS internal deadlines to ensure the timely completion of all HE applications
- Promote the careers service at all available opportunities to support progression into further/higher education and employment
- Ensure that the curriculum is linked to careers and that careers and labour market conditions and changes are addressed
- Ensure that the tutorial programme is delivered by curriculum team, and that the curriculum team collaborate with the careers team where necessary regarding the employability aspects of the tutorial programme
- Ensure that work experience placements and employer engagement opportunities are facilitated within curriculum planning and delivered during the academic year

**The careers programme has been devised in line with the Gatsby Benchmarks, which include:**

- A stable career programme.
- Learning from career and labour market information.
- Addressing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.

**The CDI Framework has been devised in line with the 6 Learning Areas from the CDI Framework:**

- Grow throughout life
- Explore possibilities
- Manage career
- Create opportunities
- Balance life & work
- See the big picture

**The outcomes of the careers programme at Bradford College are:**

- To provide an outstanding student experience to all learners
- To ensure that each student is aware of their entitlement to impartial careers information, advice and guidance from a Level 6 qualified careers professional

- To provide students with accurate and up-to-date careers and labour market information at different stages of their courses
- To ensure that students understand the full range of options available to them
- To lift barriers to higher education and degree apprenticeships, particularly to those students who would be first generation in HE
- To provide students with valuable and meaningful experiences of workplaces that will support their future career journeys
- Providing tailored one-to-one support for SEND students

All students have access to the careers and employability resources in the main college library and the careers and employability resources will be monitored for accuracy and relevance by the careers team. All potential new applicant will be provided independent Information, Advice and Guidance through our Student Recruitment team.

All students will be offered opportunities to gather knowledge of workplace practices and career opportunities through work experience placements or employability projects.

Students will be supported with sourcing relevant and meaningful work experience placements in line with their courses or will be supported with relevant employability focussed projects to develop their understanding and awareness of workplace practices.

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.

Ongoing training is available for staff development to ensure those delivering CEIAG stay informed about current trends and best practices. The college has membership to the CDI (Careers Development Institute which is recommended best practice for careers professionals. CDI offer a number of good CPD opportunities throughout the year. In addition to this, the careers team attend CPD events put on by HE providers, including Teachers & Advisers HE Conferences, where information and updates are obtained in HE.

Each curriculum area has a careers adviser attached to them and the college offers a calendar of careers events throughout the year. This includes UCAS support, progression sessions, employability sessions and careers and work experience events. The work experience team also work with each curriculum area to ensure that all learners are provided with opportunities for work placements and employer engagement activities. The careers programme and work experience service are communicated to all on our website, where there is also a provider access statement on our career's webpage.

### **Linked documents**

Careers Education, Information, Advice & Guidance Policy

Student Recruitment Policy