



# Careers and IAG Policy

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## **1. Statement of Intent**

- 1.1** USP College is committed to providing high quality careers, education, information, advice and guidance (CEIAG) for its students.
- 1.2** USP College aims to provide high quality careers guidance that supports the college careers pathway strategy whilst raises aspirations and attainment, supports students to achieve their potential, and meets the demands of a changing labour market.
- 1.3** This policy applies to all students at the college and is inclusive of all levels and modes of study. It also includes information about how the college will meet its statutory requirement for all 16-18-year olds and up to the age of 24 for those young people with Education and Health Care Plans (EHCP).
- 1.4** The college careers and CEIAG Policy is produced in line with the 8 Gatsby Benchmarks of career guidance, which underpin the DfE careers strategy and set the standards for good career guidance for all learning providers as follows:
  1. A stable careers programme
  2. Learning from career 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 further and higher education
  8. Personal guidance

## **2. Linked Policies**

- a. Admissions and Enrolment Policy
- b. Safeguarding and Prevent Policy
- c. Work Experience Policy
- d. Student Disciplinary Policy
- e. Student Confidentiality Policy
- f. 16-19 Bursary Policy
- g. Additional Learning Support Policy
- h. Compliments and Complaints Policy
- i. Data Protection Policy
- j. Equality, Diversity, and Inclusion Policy
- k. Health and Safety Policy
- l. Student Attendance Policy
- m. Student Confidentiality Policy
- n. Student Mental Health, Wellbeing, and Fitness to Study Policy
- o. Transgender Policy
- p. Whistleblowing Policy
- q. Classroom visit Policy
- r. Contractors and Visitors Policy
- s. External Speakers Policy
- t. Educational Trips Policy

### 3. Introduction and purpose

- 3.1** USP College aims to offer all students support in making decisions about their future career plans and assistance in their progression decisions. The college offers a high quality, impartial careers service delivering CEIAG with integrity, ensuring that students are on the right courses whilst preparing them to progress to sustainable education, training, apprenticeships, and employment to achieve their ambitions.
- 3.2** For all prospective students USP offers access to accurate, up-to-date and well-informed CEIAG on college career sectors and courses, with referral to impartial careers guidance when required. For post college students (one year) the college will support students in the same way as active students. After the period of one-year students are signposted to remote sources of CEIAG e.g. National Careers Service.
- 3.3** Working to USP College strategic aims, we strive to improve the employability of our students by:
- a. Students** - Our students will be inspired towards ambitious careers through exciting continuous professional development (CPD) giving them the edge to succeed.
  - b. Excellence** – Our environments will inspire and stimulate excellence and provide the space to grow.
  - c. High Performing** – Our people will be high performing, self-motivated, accountable and creative in their thinking and actions.
  - d. Focussed** – Our focussed financial priorities will be targeted to enable the College to support progressive and ambitious change.
  - e. Pro-active** – Our College will proactively engage with people, places and thinking that stimulates progressive approaches to work.
- 3.4** The USP College Values of Respect, Accountability and Resilience are core to the provision of the careers service.

### 4. Legislation and Guidance

For the purposes of this policy the definition of CEIAG is informed by the following publications and guidance from national bodies:

- a.** [Skills for jobs: lifelong learning for opportunity and growth](#) Published January 2021 this Gov.uk paper sets out reforms to post-16 technical education and training to support people to develop the skills needed to get good jobs and improve national productivity.
- b.** [Careers guidance for colleges](#) Gov.uk guidance for further education colleges and sixth-form colleges on how to provide independent careers guidance (updated August 2022)
- c.** [Careers guidance and access for education and training providers](#) Department for Education statutory guidance for schools and guidance for further education colleges and sixth form colleges (September 2022)
- d.** [Gatsby Benchmarks - Good Career Guidance](#) – The eight Gatsby benchmarks set out the framework for good career guidance developed to support schools in providing students with the best possible careers, education, information, advice and guidance.
- e.** [Matrix Standard](#) – A quality standard for Careers provision. USP College were reaccredited October 2022
- f.** [Ofsted Inspection Framework](#) Updated July 2022 [Understanding the role of the Careers Leader](#) Guidance provided by the Careers and Enterprise Co. (January 2018)
- h.** CEC (Careers and Enterprise Company)- Compass Tool evaluation of existing careers provision highlighting areas for development.

- i. USP College endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships in accordance with requirements of The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023 [PAL January 2023](#)

## 5. Services and Entitlement

- 5.1 USP College will provide equality of treatment. We aim to treat all our students existing, prospective and former solely based on their merits, abilities and potential. We will offer the same level of CEIAG regardless of gender, colour, ethnicity, age, socio-economic background, disability, religious or political beliefs, family circumstance, sexual orientation, or any other irrelevant distinction.
- 5.2 As part of the programme of study, the CEIAG provided is in partnership with wider college staff to support the progression and destinations of all students, underpinning CEIAG. This includes, but is not limited to, tutors and teaching staff who are able to refer students for individual CEIAG and can also request group sessions on careers matters.
- 5.3 USP College will provide a wide range of impartial careers resources through accessible printed and digital information and systems e.g. Grofar, VLE, padlet, social media and college website.
- 5.4 Where appropriate the college will make referrals to other professional bodies for individuals to access specialist advice and support, e.g. National Careers Service and/or appropriate training and apprenticeship providers.
- 5.5 The careers team will support students CPD days which may include, but is not limited to, activities such as providing guest speakers, arranging HE events, employer encounters and careers/apprenticeship/employments fairs.
- 5.6 Students are made aware that the college careers service is here to help all students to:
  - a. Identify and plan their career.
  - b. Choose the right course
  - c. Explore change of courses (where required supporting T42)
  - d. Progress into work, apprenticeships, training, or higher education
  - e. Seek and undertake individual opportunities for work related learning activities and volunteering to support students’ aspirations to achieve successful outcomes in their chosen career pathway.
- 5.7 Students can access:
  - a. Impartial CEIAG from both Level 4 and Level 6 qualified careers advisors
  - b. Information about further education and higher education courses
  - c. Information about training and apprenticeships
  - d. Support with employability skills to assist applications for jobs
  - e. Support with applying for university
  - f. Support with employability skills to assist applications for training/apprenticeship programmes
  - g. Support with interview advice and preparation for progressive next steps
  - h. A bespoke programme of support for those students seeking careers in competitive fields such as medical, dentistry, veterinary and those making applications to Oxford and Cambridge University

## **5.8 Additional CEIAG through;**

- a. Up to date digital careers resources e.g. Grofar,
- b. Events advertised on the college careers annual calendar
- c. Partnership programmes e.g. Ask Apprenticeships and Careers Enterprise Company
- d. Careers communications e.g. social media and newsletters
- e. Labour market Information via college website (Career Pathways) and via links on the career's website pages
- f. Careers web pages include links to key information such as student finance, apprenticeships, employability skills, Not Going to Uni
- g. Links to software programmes to help young people make career choices e.g. National Careers Service, Direct.gov find apprenticeships
- h. Deliver careers and CEIAG content through the tutorial programme drawing on all the above.

## **5.9 All students have access to the USP careers service which is available on demand from all advisers, across all campuses. This can be delivered in different formats including:**

- a. 1:1 Careers Interviews are available by self-referral, referrals can also be made by teaching and pastoral staff, parents, carers or guardians
- b. Telephone
- c. Email –
- d. Events - Open Evenings, interview evenings and during enrolment interviews, special events such as the annual careers fair
- e. Subject specific information and advice is available from relevant teaching staff and the progress coaches based at each campus they will also deliver generic information within the tutorial sessions

## **5.10 Students receive CEIAG on key results days to support next steps.**

## **5.11 The merged careers and work experience teams cross refer students with the aim to support CEIAG and work-related learning for individuals career pathways.**

## **6. Delivery arrangements for non-main college sites**

### **6.1 Services will be provided to students remotely via telephone or on-line, and by pre-arranged visits from the careers team.**

## **7. Vulnerable students**

### **7.1 Specialist careers and CEIAG for SEND is provided in partnership with the local authority and government funded partnerships.**

## **8. Parents, carers or guardians**

### **8.1 USP College works in partnership with parents, carers or guardians to raise students' aspirations and support them in helping young people make informed decisions when planning their learning and career pathways. This is achieved through several interactions during the students' journey including:**

- a. Application, admissions and enrolment processes
- b. Schools Liaison
- c. Careers guidance interviews

- d. Parent, carer or guardian al engagement events
- e. Open days and recruitment events
- f. College communications
- g. Parent, carer or guardian /Guardian/Carers digital careers newsletter/communications
- h. Resources available on college careers website pages
- i. Engaging parent, carer or guardian s, carers and guardians to provide feedback on careers service as part of our quality control processes
- j. Dedicated CEIAG for parents, carers or guardians

## **9.Training**

- 9.1** USP careers advisers will undertake continuing staff development for a minimum of 25 hours per year, as recommended by the Careers Development Institute's (CDI) code of professional ethics to ensure that the CEIAG provided is correct and up to date.
- 9.2** The careers team provide or facilitate CPD training to teachers/tutors to ensure CEIAG is delivered to a high standard.

## **10. Links with other organisations**

- 10.1** USP careers staff work in partnership with other organisations to benefit the progression of USP students including:
- a. Local Authority and Government Professional Bodies
  - b. Liaison with other post 16 providers and higher education institutions
  - c. Employers and training providers
  - d. Make Happen
  - e. Higher Education outreach programme providers
  - f. Local Secondary Schools and Sixth Forms
  - g. Careers and Enterprise Company (CEC)
  - h. Local and national employers and charitable organisations
  - i. Apprenticeship bodies

## **11. Monitoring and evaluation**

- 11.1** The Head of Work Experience and Careers is responsible for monitoring the CEIAG provision by regularly reviewing performance and feedback from stakeholders whilst analysing this to inform development and improvement of the service.
- 11.2** The Head of Work Experience and Careers will review the CEIAG provision against the quality assurance framework and statutory governance.
- 11.3** The USP careers department regularly completes the Compass evaluation tool provided by the CEC to measure the delivery of CEIAG by the careers team against Gatsby benchmarks identifying strengths and areas for development.
- 11. 4** USP College has been reaccredited with the Matrix standard for careers provision in October 2022 which will be reviewed annually in 2023 and 2024.

## **12. Staff Responsibilities**

- 12. 1** The careers leadership team will oversee the development and management of all careers related activity. The leadership team will comprise of senior managers and key staff with

responsibility for any aspects of careers delivery services and careers education. Services will cover but not to be limited to; those providing career guidance and those responsible for careers education, the tutorial programme, work experience team and apprenticeship provisions.

**12.2** The Head of Work Experience and Careers is responsible for the strategic management of the quality of careers guidance across the college. This includes the management of an efficient and effective deployment of staff across the service, attending meetings and organising events to augment the service, managing careers related CPD and coordinating UCAS services for USP College.

**12.3** Curriculum staff, supported by line managers, are responsible for delivering elements of the career's education programme through the tutorial framework.

**12.5** All staff are responsible for ensuring that all published information, both internal and external, is accurate and up-to-date, and for making or reporting required changes as appropriate.

### **13. Compliance**

**13.1** This policy and related procedures will be reviewed and monitored annually by the careers leadership team.

**13.2** The effectiveness of the CEIAG will be continually monitored and reported on using the following methods:

- a. Annual Self-Assessment Careers and IAG
- b. SMT+ Reports
- c. Matrix Reaccreditation and annual improvement assessment
- d. Students Feedback by way of surveys and students voice
- e. Staff Performance reviews through the annual performance appraisal process
- f. The Careers Leader will work closely with marketing and curriculum departments to ensure continuous quality improvement and effectiveness of careers services, advice & guidance at USP College.
- g. Regular review against CEC Compass tool
- h. Annual Policy Reviews