

**Careers Education, Information,
Advice and Guidance (CEIAG)
Policy**

Careers Education, Information, Advice and Guidance (CEIAG) Policy

Date approved: 1 December 2017
 Approved by: SMT
 Responsible Manager (s): Director of Stakeholder Engagement
 Executive Lead: Executive Director of Commercial Strategy

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with: Date:

- | | | |
|---|-----|---------------|
| • SMT | Yes | December 2017 |
| • AMT | Yes | November 2017 |
| • CCMT | NA | |
| • Students | NA | |
| • Employee representation (<i>HR policies only</i>) | NA | |
| • Other | NA | |

** please delete as appropriate*

Policy review frequency, normally: annually
(Please delete as appropriate)

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1. Scope and purpose

The Careers, Education, Information, Advice and Guidance (CEIAG) policy applies to all students. Students have access to tools and opportunities to build on their individual resilience to enable them to be confident in their future career planning.

For the purpose of this policy the definition and scope of CEIAG is informed by the following national bodies and related publications:

Matrix Quality Standard: “is the unique quality framework for organisations to assess and measure their information, advice and/or guidance services, which ultimately supports individuals in their choice of career, learning, work and life goals”.

Ofsted Common Inspection Framework: states that students should benefit from “choices about the next stage of their education, employment, self-employment or training, where relevant, from impartial careers advice and guidance” and “where relevant, employability skills so that they are well prepared for the next stage of their education, employment, self-employment or training”.

Good Career Guidance – Gatsby report: states “good career guidance is critical if young people are to raise aspirations and capitalise on the opportunities available to them”. This policy is aligned to the eight benchmarks identified for providing good career guidance within the report.

Quality Assurance Agency: states under Chapter B4 “enabling student development and achievement sets out the expectation that Higher Education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential”.

The purpose of the policy is to ensure that effective and impartial CEIAG is available to all students enabling them to make informed decisions on their future pathways.

2. Policy statement

Blackpool and The Fylde College is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) which is accessible to all students and assists them to plan and manage their personal progression and career planning.

CEIAG offer is designed to meet the needs of all students no matter the stage within an individual’s career, learning, planning and development and is intrinsically linked to B&FC’s identified key employability skills.

Key principles upon which this policy is based are that CEIAG:

- provides opportunities for individuals to identify previous learning and experience to enable students to take ownership of their career planning and development.

- is inclusive, recognises and promotes equality and diversity.
- is transparent, impartial and provides opportunities for confidentiality.
- is provided cross college through strong internal networks.
- is based on labour market intelligence
- is contributory to enhancing student retention and achievement through raising aspirations and engagement in development of positive future career planning.

B&FC staff actively promote the above key principles which are embedded within the College Values. B&FC's CEIAG offer places the student at the heart of all we do and builds on students skills needed for the work place. The offer also contributes to enhancements in learning, teaching and assessment, empowers students to achieve their full potential and provides the opportunity for corporate and academic teams to work collaboratively to raise student aspirations and ensure successful onward destination.

3. Accountability

The Director of Stakeholder Engagement is responsible for ensuring this policy is adopted and kept current.

4. Student involvement

Student and customer involvement is implicit in the policy.

5. Linked strategy

Employability Strategy

6. Linked policy

Admissions policy

7. Linked procedures

None

8. Equality impact assessment (attached)

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
<p>Title of Activity: CEIAG Policy</p> <p>Author and Date: Director of Stakeholder Engagement, August 2017</p>	<p><input checked="" type="checkbox"/> New or <input type="checkbox"/> Revision</p> <p>Expected Implementation Date: November 2017</p> <p>What is the review date? November 2018</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Clear concise CEIAG offer which will assist students to reach their full employability potential</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	<p>Clear concise CEIAG offer which will assist students to reach their full employability potential Monitoring will be through enrolment to Moodle and career planning for every students</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>