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Careers Education Information Advice and Guidance Policy

Policy No. STS/001	POLICY OWNERSHIP AND ALIGNMENT: Designated Owning Department: Corporate and Student Services Owning Strategy: Careers Advice Strategy		User Group: Students all employees, Parents, Stakeholders Relevant to: Students, Careers Team, Student Support Services	
Executive Owner: Deputy CEO	Approval Authority: Careers Leadership Group	Approval/Re-approval Date: June 2018	Implementation Date: July 2018	Next Review Date: July 2021

Date: 25/7/2018	Document Name: CEIAG Policy	Ref: CEG
Originator: Helen Jefferson	Area: Corporate and Student Services	Page 1 of 1

POLICY OVERVIEW: Purpose, accountability and ownership, implementation, monitoring arrangements and legislative/authoritative referencing.

Policy Title: <i>Name of Policy</i>	Careers Education Information Advice and Guidance Policy	
Synopsis: <i>(Policy Section 1)</i>	To set out the arrangements for Careers Education Information Advice and Guidance Services at Derby College	
Designated Accountable Executive Owner:	Deputy CEO	
Lead Policy Owner/Author:	Director of Services for Students	
Contributing Policy Author/s:	Team Manager Student Welfare and Guidance	
Policy Implementation: <i>(Policy Section 5 & 6)</i> <i>Specify overarching implementation responsibilities of key user group/s</i>	Director of Services for Students	
Policy Monitoring and Compliance: <i>(Policy Section 7)</i>	Director of Student Services	
Empowering/related legislative and/or authoritative references:	DFE Careers Strategy (Dec 2017) DFE Careers Guidance (Feb 2018) The Gatsby Benchmarks	
Impact Assessment (EIA):	Mark if applicable <input type="checkbox"/> <i>(if applicable)</i>	

Policy Classification and Publication *Policy Controller / Office Use only*

Policy Classification: <i>Policy Controller confirms policy classification</i>	Essential Authority (EA) <input type="checkbox"/>	Strongly Recommended (SR) <input type="checkbox"/>	* Other / College Requirement (other) <input type="checkbox"/>	Desirable (D) <input type="checkbox"/>
*For other / College requirement classification - specify details	Other / College Requirement Insert details if applicable			
Policy Publication: <i>Policy Controller arranges policy publication</i>	Intranet - Policy portal <input checked="" type="checkbox"/>	Student VLE (Moodle) <input type="checkbox"/>	Website <input type="checkbox"/>	Other (specify) Careers internal web page

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POLICY REVIEW /CHANGE HISTORY: Version control, review date, modification and revision details, advisory committee/group review (if applicable)

Version	Review Date (Month/Year)	Reviewed /Modified by: (title, name)	Change History <i>Revision details, modification and changes</i>	Advisory committee / groups or specialists (name/s)	Review / Meeting Date/s (00/00/0000)
V4	July 2018	Helen Jefferson, Director of Services for Students Guy Hodgkinson, Team Manager Student Welfare and Guidance	Minor amends (job titles, reference to new statutory guidance key documents0	Careers Leadership Group	July 2018

POLICY APPROVAL RECORD: Policy owner, accountable executive and approval authority.

Version	Approval Submission Date (00/00/0000)	Policy Owner Approval (title)	Approval Date (00/00/0000)	Accountable Executive Approval (title) <i>Deputy CEO Deputy Principal</i>	Approval Date (00/00/0000)	Approval Authority (Insert as policy requirement) <i>Executive Board Corporation Committee Corporation Board</i>	Approval Date (00/00/0000)
V4	25/7/2018	Director of Services for Students	25/7/2018	Deputy CEO	25/7/2018		

POLICY REVIEW TIMELINE: There is a three year review cycle for this policy

1. POLICY STATEMENT

At Derby College we aim to do everything we can to help students to realise their full potential, providing them with both the life skills and academic qualifications to do so.

This is emphasised by the College Mission statement:



We recognise that all students should have access to impartial advice and guidance. Through actively promoting Careers Education, Information, Advice and Guidance (CEIAG), we believe that we can help students to make the most of themselves and their opportunities, and to make well-informed, realistic choices. This commitment is evidenced in the Derby College Careers Advice Strategy 2017-2020.

The CEIAG Programme also adheres to the Matrix National Quality Standards for Information, Advice and Guidance (IAG), the most recent statutory guidance- Careers Guidance (February 2018) and is working towards the Gatsby Benchmarks as recommended in the DFE Careers Strategy (Dec 2017).

Derby College is committed to actively maintaining a Quality in Careers Standard Award as recommended in statutory guidance for impartial Careers Guidance. The Career Mark Gold Award (achieved in June 2018) is one of the 12 national awards recognised as a Quality in Careers Standard. In addition the College achieved The IAG Matrix Award, for the second time in March 2017, which recognised good practice and excellence in college wide IAG services.

2. DEFINITIONS

Careers Education is a planned programme of activities which helps all students to develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work.

Careers Education has three main aims:

Self-development- students understand themselves and the influences on them.

Career exploration- students investigate opportunities in learning and work.

Career management- students make and adjust plans to manage change and transition.

Careers Guidance enables students to use the knowledge and skills they develop to make decisions about learning and work that are right for them. Guidance helps students to focus on their own choices through effective use of the guidance provided within the college from the College Careers Team or the National Careers Service.

Careers information supports the delivery of careers education and guidance by providing access to a range of up-to date information in a variety of formats. A Careers information point is located at all college sites.

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3. PRINCIPLES

The learning outcomes for the CEIAG programme are in line with those provided in the **Careers Development Institute (CDI) Framework for Careers, Employability and Enterprise Education (2015)**.

This policy is also informed by;

- The Gatsby Benchmarks
- The Matrix National Standards for Young People's Information Advice and Guidance
- Career Mark Standards

The CEIAG programme at Derby College aims to:

- Be impartial and student centred
- Be comprehensive
- Encourage students to make use of independent external sources of help
- Raise aspirations
- Empower students
- Develop students employability skills
- Help students to progress
- Be responsive to the needs of individual students
- Be integrated into the wider college curriculum

4. SCOPE AND LIMITATIONS

Full and part time students at Derby College will have the opportunity to access the CEIAG programme of support. Work based, Apprentice and HE students can access information, advice and guidance from Student Services from any college site as well as the Careers resources on the MyCareer pages on the college intranet.

5. RESPONSIBILITIES

The Director of Services to students is the designated Careers Leader and is responsible for the development of the cross college Careers Advice Strategy which encompasses the provision and development of a college wide careers education and guidance programme of support.

The Director of Services for Students assumes responsibility for ensuring the systematic review, monitoring and compliance activity associated with this policy.

The Team Manager- Student Welfare and Guidance and the Careers Team are responsible for the coordination and delivery of the careers education and guidance programme across college in liaison with the wider Student Service Team, Work Experience Team Personal Coaches and partner agencies who contribute to IAG delivery for Derby College students e.g. the National Careers Service..

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Faculty Heads, Team Managers and Personal Coaches/tutors are responsible for supporting the delivery of careers education and effectively signposting and referring students to specialist IAG services in college.

The Careers Team are responsible for maintaining the content of the ‘My Career’ site on Moodle, the careers displays and noticeboards situated around the college sites as well as the paper based information contained in the Careers information points in the Learning Resource Centres.

6. IMPLEMENTATION ARRANGEMENTS

The delivery of information advice and guidance is undertaken by staff qualified to NVQ 3 or 4 in Advice and Guidance. Careers Guidance is delivered by professionally trained careers advisers trained to a minimum level 6 Qualification in Careers Guidance (or equivalent). All staff involved in delivering careers information, advice and guidance to students undertake relevant training where necessary.

Training sessions and briefings for staff can be delivered by the Careers on request. Student Services advisers have achieved or are working towards the NVQ level 3 Advice and Guidance qualification.

Careers Advisers at Derby College are members of The Career Development Institute, the professional body for careers guidance practitioners. In order to keep up to date the Careers Team undertake further professional development and will be actively encouraged to attend courses delivered by external providers i.e. attend external conferences and workshops such as those offered by the International Centre for Guidance Studies at The University of Derby or UCAS.

All new members of staff are made aware of the policy and procedures during the formal staff induction process. Updated and amended procedures are disseminated and reinforced in training sessions and team meetings.

Staff and students have access to this policy on the college intranet.

Students, parents and employers have access to the Careers Programme and the Careers Education Information, Advice and Guidance Policy on the Derby College website

7. MONITORING AND REVIEW

The Careers Team will use a range of methods to monitor and evaluate the College Careers Education Information and Guidance Service and inform future development.

Methods include:

- Careers workshop/one to one careers guidance paper and online feedback forms
- Regular Careers team meetings
- Informal student and tutor feedback

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- Careers event evaluations (student and parent/carer paper and online feedback forms)
- Careers Education Programme questionnaire
- Careers calendar and checklist of planned activities
- Recording and monitoring activities on Pro Monitor e.g. Intended destinations
- College wide Student Voice Surveys
- Observation of Careers Guidance interventions
- Comments and feedback from students or parents/carers via the dedicated Careers Facebook page

The results of the evaluation will be used to take corrective action, to improve the system or the contents of the programme, as appropriate, and to incorporate the views of staff and students.

The Career Mark Gold award (for Careers Education and Guidance Services) was achieved in June 2018. The IAG Matrix Standard was achieved for the second time in March 2017. The high standards achieved in the delivery of CEIAG are monitored and maintained by the Careers Team on an ongoing basis through the use of a development plan in order to ensure continuous improvements are implemented.

8. GUIDELINES

See [Careers Education and Guidance - Guidelines](#)

9. PROCEDURES

See [Careers Education and Guidance Procedures](#)

10. TEMPLATES/FORMS

none

11. RELATED DOCUMENTS

Admissions Policy
Equality and Diversity Policy
Careers Advice Strategy 2017-2020

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