



# DERBY COLLEGE GROUP POLICY

## Careers Education Information Advice and Guidance Policy

Policy Number:	STS-001
Executive Owner:	Deputy CEO
Owning Strategy / Department:	Careers Advice Strategy / Student Services
Approval Board / Committee / Group:	Careers Leadership Group
User Group:	Students all employees, Parents, Stakeholders
Relevant To:	Students, Careers Team, Student Support Services
Implementation Date:	July 2021
Approval Date:	July 2021
Next review start date:	April 2024
Expiry Date:	July 2024

Date:	July 2021
Ref:	CEG
Originator:	Director of Services for Students
Area:	Services for Students

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**POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS**

## Policy Accountability and Implementation

Policy Title:	Careers Education Information Advice and Guidance Policy
Policy Author / Reviewers:	Director of Services for Students, Team Manager - Careers Guidance Services
Policy Implementation:	Director of Student Services
Policy Monitoring and Compliance:	Director of Student Services
Policy Review Timeline:	There is a three year review cycle for this policy

Synopsis: To set out the arrangements for Careers Education Information Advice and Guidance Services at Derby College

## Policy Classification and Publication

### Classification

- Not Classified (NA)

### Publication

- Intranet – Policy portal
- Student VLE (Moodle)

### Empowering/related legislative and/or authoritative references:

DFE Careers Strategy (Dec 2017) DFE Careers Guidance (Feb 2018) The Gatsby Benchmarks

Impact Assessment reference: N/A

## Periodic Policy Review / Change History

*Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rational for a new or substantive policy review*

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
V4	Director of Services for Students, Team Manager Student Welfare and Guidance	Minor amends (job titles, reference to new statutory guidance key documents)	Careers Leadership Group Deputy CEO	July 2018
V5	Team Manager - Careers Guidance Services	Minor amends (job titles, dates)		July 2021

# 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 2020-25.

The CEIAG Programme also adheres to the Matrix National Quality Standards for Information, Advice and Guidance (IAG), the most recent statutory guidance- Careers Guidance (April 2021) 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, renewal 2021) 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 third time in March 2020, 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.

## 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 - Careers Guidance Services 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 and progression mentors. DCG Apprenticeship team and partner agencies who contribute to IAG delivery for Derby College students e.g. the National Careers Service.

Faculty Heads, Team Managers and work experience and progression mentors/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**

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:**

- Embedded feedback in careers workshops
- One to one careers guidance feedback forms
- Regular Careers team meetings
- Informal student and tutor feedback
- Careers event evaluations (student and parent/carer paper and online feedback forms)
- Careers Education Programme – careers survey via student voice
- Careers calendar/student journey and checklist of planned activities
- Recording and monitoring activities on Pro Monitor e.g. Intended destinations
- Data taken from Career Pitstops twice a year
- 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 third time in March 2020. 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:

- Introduction
- Procedures
- Appendices
  - Flow Chart for Referrals

## **10. Templates / Forms**

None

## **11. Related Documents**

Admissions Policy  
Equality and Diversity Policy  
Careers Advice Strategy 2020-2025