

# Policy and Procedure on Careers Education, Information, Advice and Guidance Cambian Dilston College

<b>Policy Author / Reviewer</b>	Marie Flatman
<b>Date Established by Governing Body</b>	Autumn Term 2021
<b>Date for Full Implementation</b>	Immediately
<b>Date for Review</b>	Autumn Term 2023
<b>Staff Groups Affected:</b>	All members of staff at CDC are expected to be aware of this policy and the importance of CEIAG in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.



**Signed:**

Marie Flatman  
Principal, Cambian Dilston College  
January 2023

## 1. Introduction

Cambian Dilston College seeks to maximise individualised opportunities for all of our young people, therefore it is crucial to prepare our young people for life beyond college. It is important that our young people are aware of themselves as individuals when they leave Dilston College, meaning they are aware of the opportunities available to them and they are able to make some decisions about their own life. Our goal is that our young-people will be prepared for their transition from full-time education to the world beyond when the time approaches. It is to these aspects of personal and social development that this policy will contribute.

## 2. Rationale

The world of work and employment is changing rapidly. Young-people face a wide range of career opportunities and a considerable amount of careers information. Given this environment, it is vital that our students have access to accurate, impartial and objective advice and guidance to inform choices about their future.

The college must be able to help all individual students, irrespective of ability, to be involved in and make informed decisions, where they have the capacity to do so.

### **In order to do this, CDC will seek to**

- Enable students to acquire and develop a broad range of transferable skills, knowledge and understanding to equip them for the working world or their personalised pathway.
- Empower young people to plan and manage their future pathways.
- Respond to the needs of the learner.
- Provide appropriate, independent and practical information and advice.
- Raise aspirations and encourage the best possible progress for young people.
- Actively promote equality of opportunity and challenge of stereotypes.
- Help young people progress.
- Provide effective Labour Market Information to aid decisions.

CDC will base its provision around the eight Gatsby Benchmarks for Young People in Colleges (attached as Appendix 1).

## 3. Objectives

**The objectives of the Careers Education, Information, Advice and Guidance (CEIAG) policy are as follow:**

- To ensure that all students at the college receive a stable careers programme.
- To enable all students to learn from information about the career and labour market.
- The CEIAG programme should be individual and address the needs of each student.
- To make connections between the curriculum and careers learning.
- To provide all students with encounters with employers, employees, workplaces and work experience where appropriate.
- To ensure that all students have access to encounters with further and higher education.
- To provide each student with the opportunity to receive personal guidance.

## 4. Implementation

### **Relationship to other policies**

This CEIAG policy embraces policies and procedures for curriculum, teaching and learning; behaviour support; equality and diversity; subject policies and schemes of work.

### **Roles and Responsibilities of Principal, Careers Leader, tutors, teaching assistants and staff**

**The Principal** will ensure that:

- The amount of time for teaching the curriculum is adequate and reviewed annually.
- The governing body, comprised of senior Cambian management, is informed on the breadth and balance of the curriculum
- This policy is implemented and monitored and the governing body is reported back to.
- a positive learning culture in which all young people believe that they can succeed is promoted in college.
- There are high standards of teaching and learning.
- The college is compliant with legislation and carries out an annual evaluation of CEIAG within the college.

**The Careers Leader** will ensure that:

- Guidance is followed in line with an annual appropriate careers audit using the Gatsby Benchmarks and updated when necessary throughout the year
- Pupil's overall progress is monitored and evaluated in subject workbooks
- students have access to a deep learning careers week
- Appropriate accredited courses are followed where applicable
- EHCP targets for each pupil are reviewed termly
- Students have the opportunity for individual, impartial careers guidance interviews with an independent advisor, including opportunities for going onto further or higher education
- Students have access to community involvement incorporating possible work experience, voluntary services and local community activities, where appropriate
- Students know and understand how to access sources of career/post college information and decision-making support  
Students have access to a variety of opportunities in investigating other careers, e.g. self-employment
- Students have an awareness of a variety of paths that they can follow in order to achieve success in a chosen employment area.

**The tutors** must ensure that:

- Learning about careers is embedded in subject areas
- Students gain an understanding of the world of work and will understand their entitlement to continued learning
- Students' work is assessed and their progress tracked
- Assessment informs students of their next steps in learning
- They contribute a subject comment to pupil reports.

**The teaching assistants** will ensure that:

- They assist tutors in the delivery of the lesson and support students in their learning
- Use specific skills and assist where necessary in vocational learning lessons and opportunities.

**The governing body** will ensure that:

- It considers advice from the principal when approving this curriculum policy
- The progress of students is monitored and evaluated
- The breadth, balance and financing of the curriculum is regularly monitored
- Test and assessment data are monitored
- Parents and carers receive termly reports regarding the progress of each student for the subject.

## 5. Monitoring and Evaluation

Evaluation has a crucial role to play in ensuring that the pupil's needs are being met and in determining the extent to which the CEIAG programme is meeting its declared aims and outcomes. The aims and outcomes are defined by the Gatsby Benchmark scheme the college is currently involved with.

An audit is carried out annually and an action plan put in place to monitor any improvements that need to be made to careers education. Evaluation of the CEIAG programme is an on-going and cyclical process and all aspects are regularly reviewed and monitored to inform future policy planning.