



Croydon  
College



**COULSDON**  
SIXTH FORM COLLEGE



**Croydon  
University  
Centre**

<b>Careers Education, Information, Advice and Guidance (CEIAG) Policy 2022-2023</b>
Approved by: Exec
Date approved: 21.06.22
Strategy/Policy Responsibility: Deputy Principal – Education & Quality
<b>Review date:</b> June 2023







**At Croydon College we aim to ensure all students receive effective careers guidance, meeting all Gatsby Benchmarks and enabling them to make informed choices about their future.**

## **1. CAREERS POLICY STATEMENT**

Croydon College is committed to provide high quality, Careers Information, Education, Advice and Guidance (CEIAG) which helps students and clients plan and manage their progression through learning and work. It is underpinned by the Careers strategy: Making the most of everyone's skills and talents (DfE 2017), Careers guidance and access for education and training providers (DfE 2021), Gatsby Good Career Guidance (Gatsby, 2014), Code of Ethics (CDI, 2019) and the Careers Development Framework (CDI, 2021).

Along with these statutory requirements it underpins the achievement of the following College Strategic Objectives 1, 2 and 3.

## **2. CONTEXT**

**2.1** This policy applies to all College's students including those on work-based programmes, subcontracted provision and higher education programmes.

**2.2** All students need a planned programme of careers activities to help them decide appropriate pathways.

**2.3** CEIAG is designed to meet the needs of students both current and prospective. Each student is entitled to CEIAG that is of professional standards of practice, person centred, impartial and confidential.

**2.4** CEIAG provided at the College (s) will follow these principles:

- Be personalised, provide opportunities to identify and respond to the needs of the individual, build on previous learning and experience.
- Be inclusive, recognise and promote Equality and Diversity, challenge stereotypes and be sensitive to faith, culture and family background
- Be transparent, impartial and provide opportunities for confidentiality
- Be enhanced by strong networks and collaborative approaches involving Student Services, course teams and external partners
- Contribute to increasing participation, retention and achievement by raising aspirations,
- helping students to make informed choices and develop career management skills.

**2.5** Careers education includes:

- Visits to employers and Universities





- Work experience
- Engagement activities such as open days, UCAS convention fairs, STEM, Compact Plus, Summer schools, Employability Fairs, promotion of post graduate education
- Talks from speakers, such as employers and apprenticeship training providers.
- Progression activities and seminars: UCAS, Student Finance England, application and interview skills, self-employment.
- Parents and Carers are recognised as important contributors to the development of career management and invited to a tailored HE and Apprenticeship Evening as well as having access to a Careers Adviser at Parent Consultation Evenings.

## **2.6 Careers Information, Advice and Guidance include:**

- Pre-entry course information and advice on post 16 pathways through open evenings, school assemblies and career fairs
- On course and progression up to post graduate education

## **3. STUDENTS' ENTITLEMENT**

Croydon College will offer a programme of high-quality impartial careers information and guidance, differentiated by level and/or age group, that is stable, structured and delivered by staff equipped with the right skills and experience. The Gatsby Careers Benchmark model and the CDI framework will be used to measure the impact and outcomes of the programme.

- 3.1** All students have the opportunity to access high quality, impartial careers information, advice and guidance to help support their aspirations for progression and work. For students to understand the options available to them and be able to make informed decisions in terms of job, career progression and training.
- 3.2** All students will receive support to develop their skills and knowledge to enter the labour market and have confidence of the journey to take them there and manage their lifelong careers.
- 3.3** All students will receive support to find suitable work placements or work experience, necessary to develop employability skills required to secure and sustain meaningful employment.
- 3.4** All students are entitled to receive tailored careers guidance according to their individual needs and circumstances.
- 3.5** The College offers comprehensive careers resources through a range of formats including
  - Moodle with supported access if requested.
  - Supported access to careers assessment software.





- Eclips-online careers information software.
- Referral, where relevant, to other appropriate agencies and providers.
- An opportunity to have further appointments if required.
- Confirmation of the outcomes of a guidance interview on MyPT, and in writing, if required.
- An appointment for a guidance interview within a standard time of 15 days from request.
- Tutor referral to the Careers Service when appropriate, to support their learning with their career planning and transition.

**3.6** Croydon College staff delivering Information, Advice and Guidance aim to ensure that the procedures they adopt in the utilisation of confidential information comply with the legal framework provided by the General Data Protection Regulation. All information gathered in the course of discussion with an individual should be regarded as confidential. Any limitations with regard to confidentiality should be made absolutely clear to the client at the earliest possible stage.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 Student Responsibilities**

- 4.1.1 To be actively involved in and take ownership for their progression planning and career development;
- 4.1.2 To attend punctually all planned tutorial, careers education and guidance activities;
- 4.1.3 To work co-operatively with staff and fellow students, respecting the views of others and the principles of Equality and Diversity.

### **4.2 Staff Responsibilities**

#### **Governing Body and College Executive Team**

- 4.2.1 Strategic oversight of this policy and accompanying strategy and the allocation of resources to deliver it
- 4.2.2 Monitoring progress made against the ambitions and success measures

#### **Director of Student Support Services**

- 4.2.3 Strategic lead for the implementation of CEIAG across all curriculum areas
- 4.2.4 Ensuring that all staff are fully aware of the importance of embedding CEIAG into all aspects of the study programme





#### 4.2.5 Updating of the Employability and Careers Policy annually

### Head of Student Services

- 4.2.6 Nominated as the Careers Leader to ensure the leadership and coordination of a high-quality careers programme.
- 4.2.7 Manages the CEIAG activities which are planned, developed and delivered by professional, impartial and specialist Careers Advisers
- 4.2.8 Ensures there are sufficient qualified, experienced staff and up to date resources.
- 4.2.9 Ensures all Careers Advisers are professionally qualified in a career development subject to a minimum of QCF Level 6/SCQF level 11, adhere to the CDI Code of Ethics and undertake and record a minimum of 25 hours CPD each year.
- 4.2.10 Ensures that accurate and up to date resources are produced and maintained.
- 4.2.11 Ensures that independent Careers Guidance from outside agencies is secured to ensure impartiality
- 4.2.12 Achieves a professional working relationship between Croydon College and other external agencies.

### Curriculum Staff

- 4.2.13 Staff involved in pre-entry and induction activities provide sufficient course information and advice to enable prospective students to make suitable choices;
- 4.2.14 Course and appropriate support staff are aware of services available through Student Services, maintain effective working links and make referrals for pre-entry, progression and careers guidance when required
- 4.2.15 Course staff ensure students are aware of support available through Student Services, tutorial and course-based support
- 4.2.16 Course staff ensure that there is an appropriate combination of careers education, information, advice and guidance activities which are appropriate to their students' needs.
- 4.2.17 All staff providing careers education, information and guidance have a responsibility to promote equality of opportunity, to be aware of confidentiality issues and deal sensitively with information disclosed by students.





## Careers Team

4.2.18 Provides high quality, impartial careers IAG through 1:1 and group sessions

4.2.19 Develops and provides Careers workshops to support tutorials.

4.2.20 Organises a range of events, workshops and activities to support students in understanding their options and to make informed decisions in terms of their career goals and aspirations

## 5. PROCEDURES

- 5.1** Students are to be informed of the facilities and support available to them through participation in the Induction programme on entry to the College and through the tutorial system.
- 5.2** Students and potential students who require a careers guidance interview can self-refer or be referred by any member of staff at any point during their student journey. Follow up appointments may also be offered where appropriate. Careers Advisers will liaise with Additional Learning Support when necessary to support students with additional needs and can attend EHCP reviews by request.
- 5.3** Potential students may benefit from a careers guidance interview, if they:
- are uncertain of their course choice
  - do not meet the entry criteria of their planned course
  - have non-existent or unrealistic career plans
  - have previously attempted to study the course
- 5.4** On course students may benefit from a careers guidance interview, if they:
- Need support with planning their career path
  - Are considering changing course during the right choice period or before their course ends
  - Are coming towards the end of their course
  - Need help with applying to University or another college/ training provider
  - Would like support with job search activities and LMI information
- 5.5** Provide current information and advice on learning opportunities and career options.
- 5.6** Current, prospective students or clients are provided with a written summary of their guidance on MyPT. Clear steps and action points are given in order that they feel ready and confident to move forwards on their learning or career journey.





**5.7** College staff and partner organisations receive information about Careers during their induction and are aware that they may contact the team at any time for advice or to refer a student.

**5.8** The service has robust quality assurance systems and is evaluated by:

- Reviews of the delivery of CEIAG against the key principles
- Student satisfaction surveys and Learner Voice process
- Maintaining Matrix Accreditation
- Careers and Enterprise Company Compass Tool
- College Self-Assessment review processes

## **6. MONITORING AND EVALUATION OF THE SERVICE**

**6.1** CEIAG staff will collate feedback from students and staff about available CEIAG resources and provision for continuous improvement. The feedback is reviewed by the Head of Student Services to ensure that the delivery and efficiency of the service meets the needs of the students.

**6.2** Feedback methods include:

- Student/ staff survey
- Evaluation forms at the end of talks/ events
- Feedback received at the end of CEIAG Appointments
- Email feedback received by advisers and/or the quality department

## **7. REVIEW OF POLICY**

**7.1** The policy document will be reviewed regularly and a full review completed annually.

**7.2** The document will be changed in line with any enhances to processes or procedures, along with legislative announcements or feedback from stakeholders.





## **APPENDIX 1: Croydon College Provider Access Policy**

### **Introduction**

This policy statement sets out the college's arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

All students aged 16 to 19 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through progression events, workshops, groups discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Vicky Chainey, Director of Student Support Services, [vicky.chainey@croydon.ac.uk](mailto:vicky.chainey@croydon.ac.uk)

#### **Opportunities for access**

A number of events, integrated into the college careers programme, will offer providers an opportunity to come into college to speak to students. For a list of upcoming events, please contact Vicky Chainey using the above contact details.

