



Careers Education, Information, Advice and Guidance (CEIAG)

Mission & Delivery Statement

The College recognises its legal, contractual and ethical responsibilities to provide independent and impartial careers guidance and access to current careers information and resources. Our provision is accessible, inclusive and designed to meet the differing needs of current and prospective students.

We are committed to providing high-quality, comprehensive and impartial CEIAG. We work to raise aspirations and equip students with the knowledge and skills they need to become successful career and future planners who can make informed choices about their learning, work and life goals.

We aim to:

- Provide current and prospective students with accurate and impartial Careers Education, Information, Advice and Guidance that promotes equality, diversity and British Values.
- Provide confidential services and handle personal information in accordance with data protection legislation, College privacy notices and safeguarding procedures. Information will only be recorded or shared where there is an appropriate lawful basis.
- Deliver CEIAG in line with government legislation, national information, advice and guidance standards, and Matrix Standard requirements.

Our services

CEIAG is delivered throughout the learner journey, from pre-entry course information and advice on post-16 pathways delivered in schools, through to information, advice and guidance while students are on courses or programmes, and into progression planning.

The College employs advisers and tutors who work within the Admissions and School Liaison team and the Advice, Careers and Employability (ACE) team. These include professionally qualified and experienced careers guidance practitioners. The College also has a qualified Careers Leader who oversees the careers programme across all sites.

The Admissions and School Liaison team works across all College campuses and visits prospective students in schools. The ACE team is based within Student Services at the Cronton and Kingsway campuses. SEND and Foundation Studies students can also access individualised services at the Foundation Studies campus.

We deliver education, information, advice and guidance through:

- One-to-one appointments, including pre-booked and drop-in appointments
- Themed group and class activities, including tutorial sessions
- Attendance at open days and open evenings
- Parent and carer information evenings
- Community, school liaison and outreach work
- Transition planning and support for school leavers, including taster sessions and vulnerable student interviews
- Group presentations and workshops
- Organised events, trips and visits
- Information provided through the website, prospectuses and promotional stands
- Referrals and networking with partner, subcontractor and external organisations, including higher education institutions, employers, apprenticeship, work experience providers, self-development opportunities, voluntary organisations and paid employment opportunity providers.
- ASPIRE Week, UCAS application support and clearing support sessions
- Widening participation programmes, including Shaping Futures, Sutton Trust, Social Mobility and Liverpool Scholars
- High Achievers Programmes and Professional Study Programmes
- Progression events

Our CEIAG services support learners in achieving positive outcomes by:

- Providing access to impartial advice and guidance that empowers students to make informed choices.
- Providing access to relevant resources and software that enable students to access up-to-date labour market information on careers, education, employment and training options.
- Raising aspirations to maximise students' learning potential and future success.
- Developing students' understanding of employability skills and how to promote these successfully.
- Providing comprehensive information about progression routes so that students can understand and map these to their preferred career pathway.
- Supporting progression into further or higher education, employment, training or personal development opportunities.

Although our services are primarily delivered by staff in the Admissions and School Liaison and ACE teams, CEIAG is promoted and supported through a whole-college approach involving senior managers, personal tutors, curriculum and subject staff, and business support teams.

We actively seek student views and feedback on our CEIAG services to inform monitoring and evaluation. This helps ensure that our services remain high quality, relevant and delivered in a variety of ways to meet the needs of current and prospective students.