



CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

1. Introduction & Purpose

This policy should be read alongside the College's Careers Programme, student support procedures, safeguarding arrangements, equality and diversity commitments, and quality assurance processes. Together, these documents set out how the College plans, delivers, monitors and continuously improves CEIAG for students and prospective students.

The College is committed to providing every student with a high-quality, inclusive and aspirational Careers Education, Information, Advice and Guidance (CEIAG) programme which enables them to make informed decisions about their education, employment and future career.

We recognise that effective careers education is a fundamental part of a student's education and should not be viewed as a standalone service. Careers should be embedded throughout the student journey and be reflected in curriculum delivery, tutorial provision, employer engagement, work experience, progression planning and personal guidance.

The College's careers provision is underpinned by the eight Gatsby Benchmarks for Good Career Guidance and the Department for Education's statutory guidance for education and training providers.

Our ambition is that every student leaves the College with:

- A clear understanding of their strengths, interests, skills and aspirations.
- An understanding of the relationship between their programme of study and potential career pathways.
- Knowledge of the full range of progression opportunities available to them.
- Access to accurate and current careers and labour market information.
- Meaningful encounters with employers, employees and workplaces.
- An understanding of further and higher education, apprenticeships, technical education and employment pathways.
- The career management skills required to make informed decisions and successfully navigate transitions.
- Access to impartial personal careers guidance when required, and a realistic and ambitious plan for their next steps.

The College recognises that equality of opportunity does not necessarily mean identical provision. Additional and targeted careers support will be provided where individual circumstances, barriers or additional needs require this, ensuring that students and prospective students can access support appropriate to their needs.

2. Scope

This policy applies to all students and prospective students; pre-entry, on programme and at exit, including students in our partnership organisations.

3. Objectives

3.1 The College is committed to providing high-quality, comprehensive, impartial and stable CEIAG services. We work hard to raise aspirations and equip our students with the behaviours, knowledge and skills to become successful career and future planners, who can make informed choices in relation to their learning, work and life goals.

3.2 CEIAG will promote the following:

- Equal opportunities/challenge stereotypical views and respect confidentiality (within safeguarding parameters)
- Self-awareness, personal development and decision-making
- Raise aspirations
- Career exploration
- Employability and use of Labour Market Information (LMI)
- Experiences with employers/employees (Industrial placements, work experience, trips and visits)
- Awareness of appropriate progression opportunities: Further Education, Higher Education, apprenticeships, employment and other training/self-development opportunities

3.3 A Careers Programme has been designed and delivered to meet the needs of students, employers and opportunity providers (e.g. FE/ HE providers).

3.4 The Careers Programme can be differentiated and personalised to meet the individual needs of students, ensuring activities are relevant to the level, and different stages of the “learner journey” in terms of development, planning and progression.

3.5 Personal Guidance – All students can access impartial one-to-one personal guidance delivered by a Careers Adviser qualified to a minimum of Level 6. Admissions Advisers, Advice and Guidance Officers, Industry Placement Advisers, Personal Tutors, teachers and assessors provide careers information, advice, education and referral support within their respective roles.

4. Entitlement

4.1 All students and prospective students are entitled to access information, impartial advice and guidance (IAG).

4.2 All students enrolled on programmes are entitled to access Careers Education (CE).

4.3 To meet Department for Education requirements and expectations, all students aged 16–18, and students aged 19–25 with an Education, Health and Care (EHC) Plan, will have the opportunity to access impartial careers guidance delivered by a qualified Level 6 Careers Adviser. All students aged 16–18 will be offered at least one personal careers guidance interview before the age of 18, in addition to any guidance they may have received at age 16 while at school. For students studying a one-year programme, the College will aim to provide access to personal careers guidance within their first year of study. For students studying a two-year programme, guidance will be available during their first or second year, with provision targeted according to individual need, intended progression and key transition points. The College will ensure that students

requiring additional or earlier careers guidance are identified and supported through appropriate referral and targeted intervention.

5. Delivery of CEIAG

This policy should be read alongside the College Careers Programme

5.1 CEIAG is delivered by the following internal departments and staff:

- Schools Liaison & Admissions team
- Advice, Careers & Employability team
- Pastoral Support Workers
- Specialist Pastoral Tutors (SPTs)
- Work Based Learning team
- Industry Placement advisers
- Curriculum staff
- Sub-contractor staff – running College programmes (e.g. PiP)

In the event of a pandemic, significant disruption or other emergency, careers education, information, advice and guidance will continue where practicable through appropriate online, remote or alternative delivery arrangements.

In addition, we recognise that external partners also contribute to the delivery of CEIAG through activities within our Careers Programme, including Shaping Futures, employers and employees, training providers, and further and higher education providers. We work collaboratively with the Liverpool City Region Careers Hub and have adopted the Compass+ CEIAG self-evaluation tool against the Gatsby Benchmarks for Good Career Guidance.

5.2 Staff training and continuing professional development (CPD) are provided to those involved in the delivery of CEIAG to ensure they have the up-to-date knowledge and skills required to inform and support students and prospective students.

5.3 Careers Education activities are both delivered within College and off campus sites.

5.4 CEIAG services promote equality and diversity, confidentiality and safeguarding. Staff adhere to relevant College policies and procedures, including those relating to work experience health and safety visits, visiting speakers, trips and visits documentation, and risk assessments.

5.5 CEIAG supports students with the UCAS process, provided students comply with the College's internal deadlines, including those for applications and clearing.

6. Staff responsible for the leadership and delivery of CEIAG

The College's Governors and Senior Management Team carry overall responsibility for ensuring that:

6.1 Students have access to good quality CEIAG which enables them to make suitable choices in relation to career and progression planning.

6.2 All relevant staff are aware of this policy and the CEIAG programme.

- 6.3** Staff are sufficiently qualified and trained, with appropriate resources available to deliver CEIAG services.
- 6.4** Staff have access to appropriate training and continuing professional development opportunities. The College works collaboratively with the Liverpool City Region Careers Hub.
- 6.5** Specialist CEIAG staff advise, share good practice, organise training and offer support to curriculum staff.
- 6.6** Quality assurance systems are in place to monitor and evaluate CEIAG provision against the Education Inspection Framework, the Gatsby Benchmarks for Good Career Guidance and the matrix Standard. Staff delivering CEIAG must follow College policies and procedures relating to equality and diversity, confidentiality, data protection and safeguarding.
- 6.7** Systems are in place to record information relating to CEIAG and progression destinations, helping students to progress into positive outcomes wherever possible.
- 6.8** Staff establish and maintain effective working relationships with partner organisations, employers, training providers, higher education providers, local authority and other relevant agencies in relation to pre-entry, on course and progression referrals.

The following members of staff carry a specific responsibility for design and delivery of CEIAG:

- Senior Manager responsible for Careers - Leeann Bellfield
- Head of Student Services for Vocational Students, Cronton & Careers Leader – Liam Clark
- Head of Student Services, Riverside - Donna Elston
- Advice Careers & Employability Advisor – Colleen Smith & Anthony Bulmer
- Head of Marketing and Schools Liaison – Mellissa Turk
- Careers link Governor – Andrew Parkinson

7. Quality Assurance, Monitoring & Evaluation

- 7.1** The College seeks to provide high-quality CEIAG services. We monitor and evaluate provision to ensure that we deliver a high-quality service to students and prospective students. Feedback is collated, monitored and evaluated through the following:
 - Education Inspection Framework
 - Gatsby Benchmarks for Good Career Guidance
 - Matrix Standard*
 - Compass+ evaluation
 - College self-assessment report (SAR) and Quality Improvement Plan (QIP)
 - College student retention, achievement and progression statistics
 - Student governor, student and parent/carer feedback
 - Student Voice – student representative meetings and focus groups
 - Observed guidance interviews and group sessions
 - Staff Performance and Development Reviews (PDRs)
 - Employer and student feedback
 - Feedback from employers and partner organisations

*We currently hold the Matrix Standard. It is annually reviewed through a CIC (Continuous Improvement Check) to ensure we continue to meet the Matrix standard. This is valid until October 2026, when full reaccreditation will take place.

This policy will be reviewed annually, or earlier where statutory guidance, Gatsby Benchmark requirements, College priorities or local labour market needs change. The Careers Leader will coordinate the review in consultation with relevant senior leaders, curriculum areas, student support teams, employers, partners and, where appropriate, student representatives.

Written by:	Authorised by	Date:	Review Date:	Approved by:
Liam Clark Head of Student Services Vocational Cronton		September 2026		SMT Operations