

DN COLLEGES GROUP

Careers Education, Information, Advice and Guidance Policy

Effective from: October 2021

Version Number: II

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| **1.** | **Purpose** |
| 1.1 | This policy and associated guidelines and procedures outlines the careers education information, advice and guidance available to students, potential students and parents/carers. |
| **2** | **Scope** |
| 2.1 | **DN Colleges Group Mission**  Outstanding education and training that enables students to achieve their full potential; meeting social, economic, and community needs.  **Rationale**  DN Colleges Group is committed to providing high quality careers education, information and guidance (CEIAG), which helps those accessing the service make informed decisions regarding their progression through learning and work. This policy responds to the DN Colleges Group’s legal duties, national Information, Advice and Guidance (IAG) quality standards, the Education Inspection Framework (Ofsted) and the requirements of the UK Quality Code. |
| **3** | **Responsibilities** |
| 3.1  3.2 | The policy requires teaching and business support staff to ensure that:   * staff involved in pre-entry and induction activities provide sufficient information and advice to enable prospective students to make suitable choices. * programme and appropriate support staff maintain effective working links with the Careers Guidance team and make referrals for pre-entry, progression and careers guidance when required. * programme staff ensure students are aware CEIAG support, tutorial and programme based support. * programme staff aim for an appropriate combination of careers education, information, advice and guidance (CEIAG) activities which are appropriate to their students’ needs; and link curriculum learning to careers. * all staff promote IAG that is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background. * there is a clear focus on development of enterprise and employability skills as well as experience and qualifications, including opportunities for developing entrepreneurial skills for self-employment.   DN Colleges Group Leadership will ensure that:   * a Careers Leader is appointed. * a Governor is identified for CEIAG. * there is a published Careers Programme. * relevant staff are aware of this policy and promote the value of CEIAG. * there are sufficient qualified, experienced staff and up to date resources. * all staff have access to training, support and resources which are appropriate to their role. |

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| 3.3 | Responsibility for the implementation of this policy resides at all levels of DN Colleges Group, specifically:   * the Senior Leadership Team has overall responsibility for the implementation of this policy across the DN Colleges Group. * the Principals are responsible for overseeing the operation of this policy in each college. * Curriculum Leaders are responsible for ensuring that teams collaboratively address the requirements of this policy. * The Careers Leader is responsible for the delivery of CEIAG services. |
| **4** | **Definitions and/or Relevant Legislation** |
| 4.1  4.2  4.3 | This policy was created in August 2018 and approved by the College Leadership Team on 8 October 2018.  This policy is written in accordance with the DfE guidance:   * ‘Careers Guidance – Guidance for further education and sixth form colleges’ (updated July 2021). * ‘Careers Strategy – making the most of everyone’s skills and talents’ (December 2017). * Good Career Guidance – Gatsby Benchmarks (January 2018).   **Definitions of Careers Information, Advice, Guidance and Education Career**   * An individual’s path through life which could include further personal development, employment, education, career break, training, time off, unemployment and voluntary activities.   **Information**   * Data on learning and employment opportunities using a range of different resources such as written materials, websites, computer software.   **Advice**   * Helping people to interpret data and understand the details rather than just how to access the information.   **Guidance**   * A means of helping individuals by way of an in depth interview with a trained adviser, to apply their knowledge, skills and information to make realistic choices and appropriate decisions about future and current options, and to form an effective individual action plan towards achieving their objectives.   **Careers Education**  A means of developing an individual’s knowledge of their self, role and opportunities in education, training and employment. Helping to develop the skills necessary to obtain and analyse information, be realistic about personal capabilities and aspirations and make informed decisions about future career options. Careers education is provided through a progressive  programme that is an integral part of the wider curriculum. |

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| **5** | **The Policy** |
| 5.1  5.2  5.3  5.4 | **Careers Education, Information, Advice and Guidance – Aim**  It is critical that individuals receive impartial and objective careers education, information, advice and guidance (CEIAG) to enable them to make decisions which will enable them to develop their skills, unlock their potential and realise their ambitions.  **Careers Education, Information, Advice and Guidance – Objectives**  DN Colleges Group careers education, information, advice and guidance (CEIAG) will:   * Inspire and inform individuals about the full range of education, training and career opportunities available to them. * Give impartial careers education, information, advice and guidance. * Promote the best interests of the individual to whom it is given. * Ensure that individuals understand the range of career routes open to them and how to access information necessary to underpin informed choices. * Ensure individuals are aware of the service, the support available and how to access the service. * Have access to high-quality and up-to-date labour market intelligence (LMI) and information about education and vocational education training routes pre- and post-16. * Work, as required, with parent/carers to raise awareness about career routes and to challenge stereotypes. * Have access to quality-assured careers providers and professionally qualified career development professionals to provide face-to-face guidance. * Support curriculum areas to ensure that all leavers have a planned progression route. * Provide a range of resources accessible to individuals including online resources.   **Student Entitlement**  Under the terms of this policy all full time and part time students, including apprentices are entitled to:   * a planned programme of careers education and guidance activities which are appropriate to their needs; * professional, comprehensive, independent and impartial careers advice and education that utilises Labour Market Intelligence (LMI); * receive transparent information regarding services and course-based support at induction; and at timely intervals throughout the academic year; * personalised IAG that provides opportunities to identify and respond to the needs of the individual, and builds on previous learning and experience; * CEIAG that is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background;   **Student Responsibilities**  This policy requires students to fully acknowledge and actively engage in fulfilling their responsibilities by:   * being actively involved in and take ownership for their progression planning and career development. * attending punctually all programme of study sessions, planned tutorial, careers education and guidance activities. * working co-operatively with staff and fellow learners, respecting the views of others and the principles of Equality and Diversity (Equality Act 2010). |

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| 5.5  5.6  5.7 | **How we measure success of our CEIAG service**  The following standards/measures will be considered when evaluating success,   * student voice feedback including a range of surveys showing high levels of satisfaction. * positive eILP student progress reviews. * internal self assessment and inspections. * achievement of national quality standards and positive external reviews. * achievement of the 8 Gatsby Benchmarks.   **Confidentiality**  In order to provide the best possible service, a record is kept of client details and a summary of discussions with staff. This record can only be accessed by authorised staff who may need to see this information as part of their work. DN Colleges Group complies with the requirements of General Data Protection Regulation (GDPR).  **Equal Opportunities**  DN Colleges Group (the College) is compliant with The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, embraces such legislation positively and strives to promote and integrate Equality, Diversity and Inclusion (EDI) and British Values (BV) effectively into all aspects of its work. The College embraces the above legislation positively and effectively integrates Equality, celebrates Diversity and promotes Inclusion.  The College's core business is to provide excellent, flexible and relevant education and apprenticeships which are accessible to all. It is committed to creating an environment that demonstrates the shared values of inclusion, equality, fairness and respect. while recognizing and celebrating difference. The College aims to meet the needs of every student and apprentice in line with legislation and best practice.  Respecting the diversity of students and apprentices the College aims to:   * Promote positive attitudes and behaviours towards equality, diversity and inclusion through our culture, curriculum, ethos and shared values * Provide an environment free of bullying, harassment, victimisation or any other prohibited conduct * Offer balanced and inclusive curriculum content * Use non-discriminatory language and images in course and programme descriptions and in all communications with students and apprentices * Create an inclusive learning and working culture * Clearly communicate expectations about behaviour of all students and apprentices * Meet these aims and fulfil our legal obligations   The College expects every colleague, visitor, student and apprentice to take seriously their individual responsibility to promote Equality, Diversity and Inclusion at all times.  The College understands its duties and responsibilities under the Counter-Terrorism and Security Act (2015), which ‘places a specific duty on specified authorities including Further and Higher Education to have due regard to the need to prevent people from being drawn into terrorism’ and has made substantial progress in this respect which is reported on regularly to governors as part of the Safeguarding Report. The Chief People Officer is the senior lead for Equality, Diversity and Inclusion, Safeguarding and Prevent and ensures these are central to activity and integrated into all aspects of work across all sites. |
| **6** | **Relevant Policies and Procedures** |
| 6.1 | This Policy should be read in conjunction with other Group policies and procedures including: the Admissions Procedure, Complaints Procedure, Data Protection and Freedom of Information Policy, Dignity at Work, Disability Equality Policy, Financial Assistance Policy and Procedures, Health & Safety Policy, Student Equality and Diversity Policy, Safeguarding Children and Vulnerable Adults Policy. |
| **7** | **Who to contact with Queries** |
| 7.1 | **Feedback: Compliments, Comments and Complaints**  To help to continuously improve the service and address needs, feedback is welcome.  To comment on or compliment the service, or make a complaint, relevant forms are available at reception. You may also do this by contacting [careersguidance@northlindsey.ac.uk](mailto:careersguidance@northlindsey.ac.uk) or [fe.careers@don.ac.uk](mailto:fe.careers@don.ac.uk) calling 01724 281111 or 01302 553805. The complaints procedure explains clearly how complaints should be made and how these and any unresolved issues are dealt with. All complaints are dealt with in the strictest confidence.  All queries should be directed for the attention of the Careers Leader. |
| **8** | **Communication** |
| 8.1 | This policy will be shared with relevant teams and made available for staff to access internally and external stakeholders to access via the website. |

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| **9** | **Authorisation** | |
| Policy Holder: | | Tina Harrison |
| Committee Group: | | College Leadership Team |
| Authorising Group: | | Senior Leadership Team |
| Initial Authorisation: | | October 2019 |
| Review Date: | | October 2023 |