



POLICIES & PROCEDURES

Careers, Education, Information, Advice and Guidance Policy V3.0

Policy Owner: Student Services Manager

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Location: Gateway

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1. Policy Aims

1.1 The aim of the Careers, Education, Information, Advice and Guidance Policy (CEIAG) and programme is to enhance the development of students' personal career strategies by using a client centred approach. Clients can expect from the service:

- Impartiality: When providing career guidance, advice will be based solely on the best interests of and potential benefits to the client.
- Confidentiality: The privacy of clients will be respected; information will only be shared where there is clear evidence of serious risk to the client or welfare of others.
- Accessibility: Access to services in a range of ways that are appropriate and ensure inclusion.
- Equality: Providing an equal service to all students both full time and part-time.

2. Policy Objectives

2.1 The objectives of this policy are to:

- Deliver information, advice, and guidance to current and potential students.
- Work in partnership with curriculum to embed CEIAG across all areas.
- Enable career exploration by enhancing student self-awareness and ability to make informed decisions and choices.
- Develop career management skills by encouraging exploration and evaluation of all available information advice and guidance.
- Enable students to make informed decisions or choices.
- Encourage experience of the workplace through speakers, visits, and tailored curriculum events.
- Develop and maintain links with external agencies.

3. Implementation

3.1 A programme of Careers Education, Information Advice and Guidance appropriate to all students will be provided through:

3.2 Marketing and Promotion of Careers

The College will endeavour to market and promote its Career, Guidance and Information Service, and programmes by:

- The College's Careers Guidance Officers working in partnership with all curriculum areas.
- Utilising effective forms of communication to reach the student body e.g. Facebook, blogs, email, Gateway, and Area Learning Community Links.
- Organising and delivering Career Guidance Inductions/workshops.
- Assisting curriculum staff in the delivery of the Career Education Programme.
- Establishing and maintaining relationships with a range of guidance agencies e.g. Department for the Economy Careers Officers, Area Learning Communities, and other external agencies.
- Attending career conferences, university open days and local industry led events for the benefit of staff and students.

3.3 Pre-Entry Guidance

The College will offer the prospective learner, parents, guardians, or support workers:

- Reliable and impartial educational guidance, which takes into account the learner's prior achievement and career aspirations.
- Clear and accurate information about programmes of learning, qualifications, facilities, and entry requirements.
- Information about the cost of the programme and the financial support including grants, which may be available.

3.4 On Course and Exit Guidance

Both throughout and on completion of the learner's studies, provision will be made for:

- **Progression Talks:** These will enable students to acquire the skills and knowledge they need to make informed choices and decisions for the future by providing learners with an opportunity to consider their academic and personal development in the context of their future career.
- Advising on Higher Education, Further Education and employment opportunities through the following activities and services:
 - UCAS/CAO Registration and Completion;
 - Preparation for Employment;
 - Evaluation of skills and knowledge;

- Preparation and completion of applications;
- Preparation of CVs;
- Interview Preparation; and
- Career Builder Programme.

3.5 Careers Resources

Up to date and accurate information will be provided to students via a fully equipped online careers resource facility available to students through the College Gateway system, allowing students to access a wide range of information as and when necessary.

3.6 External Links and Partnerships

The College has established a number of partnerships and industrial links through:

- Post Primary Schools
- Area Learning Communities
- Department for the Economy Careers Service.
- Sector Councils.
- Local Councils
- Higher Education Institutions (UCAS and CAO)
- Western Health and Social Care Trust and Southern Health and Social Care Trust.
- Local Employers & Industries

3.7 Work-Related Learning Opportunities

The importance of work experience in developing students' career potential is vital and is regarded as an integral part of the broader vision of the Careers Education programme. Students are offered the opportunity to extend their knowledge of work and working roles, by drawing on their own and other's research and experience through:

- Volunteering
- Studying Abroad
- Realistic Industrial Projects
- Industrial Visits
- Placement Opportunities

- Industry Days – e.g. GET Engineering Event, Apprenticeship Connect
- Job Fairs

4. Continuous Professional Development of CEIAG Staff

- 4.1 The Careers Guidance officers will be provided with the opportunity to undertake continuous professional development to ensure that they are able to carry out their role effectively. Staff will carry out on-going research on developments in careers, to keep their client base informed with current knowledge and information on careers and employment issues.
- 4.2 Careers Guidance Officers are members of NISCA (Northern Ireland Schools and Colleges Career Association) and attend the Spring and Autumn Conference and have access to up-to-date career information advice and guidance resources through the NISCA portal.

5. Monitoring and Evaluation

- 5.1 The Careers Education Programme is subject to the College's quality monitoring system to ensure provision meets students' needs, to measure the extent to which learning outcomes are attained and the aim of the programmes are met.
- 5.2 Evaluation will be conducted through:
- Feedback from staff in the Annual ISEF reviews.
 - Feedback from students through surveys and/or questionnaires e.g., Microsoft Forms.
 - Recording students' participation and obtaining feedback from careers events.

6. Review

This Policy will be reviewed every three years.

Signed Principal and Chief Executive: Celine McCarlan

Date: 12.06.24

Signed Chair of the Governing Body: Nicholas O'Hall

Date: 12/06/2024

Related Documentation

Title	Location	Owner
Data Protection Policy (UK GDPR)	College	Student Service Manager
Employee Standards Policy	College	Student Service Manager

Change Log

Location	Change from deletion/addition	Change to
Whole Document	Convert to standardised policy template	
3.4	Edited to reflect the move towards on line resource on Gateway platform	
3.3	Addition of Career Builder	
3.5	Deletion of Careers Academy and addition of Post Primary Schools and UCASD/CAO	
3.6	Addition of Apprenticeships Connect	
4	Deletion of Survey Monkey and addition of Microsoft Forms	

Communication

Communication requirements	
Who needs to know (for action)	Senior Management Team Heads of Faculty Heads and Deputy Heads of School Course Coordinators
Who needs to be aware	All Staff

Communication Plan

Action	By Whom	By When
Upload to Gateway	J Lucas	On Approval
Circulation to all staff	S Pritchard	On Approval

Document Development

Details of staff who were involved in the development of this policy:

Name	Role

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date

Approval Dates

Approved by	Date
Governing Body	12 June 2024

Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
V2.0	April 2023	Sharon Pritchard	Yes	V3.0	No	No