

# CEIAG Policy

Sept 2021

Version 4

## 1. Scope

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This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

## 2. Purpose

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The purpose of this policy is to ensure that all students and potential students have access to informed, impartial and supportive careers education and guidance which will enable them to make informed career decisions which are consistent with their abilities, needs and destination.

## 3. Objectives

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The College is committed to providing high quality and impartial information, advice and guidance which supports students to plan and manage their education and their career. This policy responds to the College's duties, statutory guidance, Gatsby benchmarks and the Education Inspection Framework (Ofsted).

Careers, information and advice activities have been designed to meet the needs of all students. Activities will be delivered by tutors and support staff as part of the general curriculum, whilst additional impartial CEIAG will be delivered by Careers Advisors working for the Growth Company. This approach supports a successful progression and reflect every students' stages of career learning, planning and development age, aptitudes and Special Educational Needs.

Careers Education, Information, Advice and Guidance (CEIAG) will promote the following to all students: self-development, career exploration, work place experience, independent investigation and progression planning.

## 4. Roles and Responsibilities

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The responsibility for this policy lies with the College Management Team.

### **Students**

- To be actively involved in and take ownership of their progression planning and career development.
- To attend all planned tutorial, careers education and guidance activities including 1:1 guidance interviews.
- To access resources including START and actively work towards identified targets.
- To work co-operatively with staff and fellow students, respecting the views of others and the principles of equality and diversity.

### **College Management Team are responsible for ensuring:**

- All staff are aware of this policy.
- There are sufficiently qualified and experienced staff and resources.
- All staff have access to training, support and resources which are appropriate to their role.
- Maintenance of quality assurance of standards reflecting Gatsby benchmarks.
- Monitoring and recording of all intended progressions and destinations for students to ensure they progress to a positive destination.
- Planning and developing suitable careers education activities for students in line with Gatsby recommendations.
- Commissioning the services of an external, impartial Careers Guidance Service in the form of the Growth Company and/or Wigan Careers Service.

### **Teaching and Support Team contribute to CEIAG and are responsible for:**

- Providing sufficient course information and advice to enable prospective students to make suitable choices.
- Ensuring that they are aware of specialist services, maintaining effective working links and making relevant referrals when required.
- Ensuring that students are aware of specialist services, tutorial and course-based support.
- Providing information related to progression to Employment, Further Education and Independent Living.
- Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their students' needs.
- Promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by students.
- Have a good working knowledge of the Gatsby benchmarks and use these as the central focus when designing and delivering CEIAG activities

## Entitlement

- All students and prospective students are entitled to accurate course information and advice on progression routes. The College provide impartial information, advice and guidance to assist with course choice, career planning and transition into college.
- Students can access the full range of materials and resources that are available.

## 5. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

### Impact of non-compliance:

<b>Staff:</b>	Disciplinary action
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, statutory and non-regulated compliance.
<b>Compliance lead:</b>	Quality
<b>Policy Reference:</b>	College OPR-006
<b>Version:</b>	4
<b>Agreed policy location:</b>	DatabridgeMIS
<b>Does the policy require Governor approval?</b>	No

### Approval

<b>Prepared by</b> Scott Roberts (Assoc. CIPD) 01/09/2021    Head of Corporate Services	<b>Approved by</b> Tony Brown 01/09/2021    CEO	<b>Counter Signatory</b> Karl Wane 01/09/2021    Director of Post 16 Education
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### Version Control

Version	Date	Revision	Review Date
1	04/01/2019	First Issue	03/01/2020
2	01/09/2019	Policy review and transfer to new template	31/08/2020
3	01/09/2020	Reviewed	31/08/2021
4	01/09/2021	Policy Reviewed	31/08/2022
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