

## Careers Education Information Advice and Guidance Policy

### The purpose of this policy is to:

Support students to plan and manage their career path in line with their careers goals and objectives.

### Who does this policy apply to?

Careers Advice and Guidance Advisers  
Business Apprenticeship skills and Employability staff  
Employability coaches  
Lecturers and teaching staff  
Tutors: Personal Development Tutors and Academic Tutors  
Work Experience Placement Officers  
All curriculum and business support staff who manage those listed above

### Policy Statement

Bournemouth and Poole College aims to provide a high quality, impartial and accessible Careers Education, Information, Advice and Guidance service (CEIAG). The service aims to fulfil the Government's Careers strategy: making the most of everyone's skills and talents, Ofsted requirements, achieving the Gatsby Benchmarks and relevant careers quality standards including Matrix and the Quality in Careers Standard and has student focus at the centre of delivery.

### Why do we need this policy / background information?

All further education (FE) colleges and sixth form colleges are required to secure access to independent careers guidance. The Government's careers guidance 'Guidance for Further Education Colleges and Sixth Form Colleges' Oct 2018 states that:

The Government's careers strategy, 'making the most of everyone's skills and talents', also sets out that every college should have a named careers leader, publish information about its careers programme and the name of their careers leader on their website. Every college should also use the Gatsby Benchmarks to develop and improve their careers provision, fully meeting them and achieving the Quality in Careers Standard by the end of 2020.

The Government's careers strategy states that the Government wants:

- all young people to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace
- all young people in secondary school and college to get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience
- everyone to get support tailored to their circumstances. All adults should be able to access free face-to-face advice, with more bespoke support for those who most need it
- everyone to get the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers

Furthermore that, high-quality education, information, advice and guidance should help people to:

- understand their options and different paths to work, to plan the steps they need to take, and to get from where they are to where they want to go
- be inspired about new opportunities they might not have known about (or that might not exist yet), or thought they could not achieve
- understand their own knowledge and skills and how they can be used in the workplace;
- get, hold and progress in a job, whatever their age, ability or background
- increase the amount they earn across their working lives
- improve their well-being through doing a job they are good at and enjoy

The Gatsby Benchmarks are listed below:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with Further and Higher Education
8. Personal Guidance

## **Roles and responsibilities**

Directors and Managers are responsible for:

The Personal Development Manager, who is also the College's Careers Leader, is responsible for managing the Careers Advice and Guidance Team, the implementation and quality assurance of the College's careers programme, the implementation of the Government's careers strategy to include embedding the Gatsby Benchmarks across the College, maintaining Matrix accreditation and the achievement of the Quality in Careers Standard.

Directors of Learning are responsible for ensuring that Learning Managers and all curriculum staff in their relevant areas promote the benefits of and involvement in the College's careers programme for all students.

The Director of Student Experience has management responsibility for the oversight of the College's careers programme and all CEIAG services and line manages the Careers Advice and Guidance Manager.

The Assistant Principal Curriculum (with the Quality Department) will co-ordinate the collation of destination data with support from Wessex Education Shared Services Management Information.

Careers Advice and Guidance team are responsible for:

- Providing independent, impartial and confidential careers advice and guidance to prospective applicants and current students to enable them to find out about the full range of progression routes and opportunities available to them.

- Ensuring high quality, accurate, impartial and current information is made available through the College Moodle 'My Career Learning' Portal, display boards and digital displays with additional information sources available through the College's Learning and Resource Centres.
- Supporting progressing students so they are aware of the full range of options available to them through education (Further and Higher Education), training (traineeships and apprenticeships) or employment.
- Supporting curriculum areas in arranging CEIAG events involving representatives from industry, education and training which enables students to access impartial and independent information and advice on education, training and employment opportunities and local labour market information (LMI).
- Coordinating support for year 11 students to access college shadowing days giving them an opportunity to experience curriculum areas and courses prior to applying to the College.
- Promoting non-stereotypical employment, training and career choices both in group presentations and in guidance interviews which raise aspirations and challenges barriers.
- Gathering and evaluating feedback on all aspects of the College's careers programme and implementing improvement plans to develop services.

The BASE team are responsible for:

- Employer engagement to identify careers available locally and across industries to support and benefit students in career planning.
- Ensuring potential and current students are aware of the full range of progression opportunities available to them through Apprenticeships.
- Supporting students to find suitable Apprenticeships opportunities.
- Supporting the Work Placement Officers to assist students in finding suitable work experience opportunities while at college.

Employability Skills coaches are responsible for:

- Delivering employability skills training which enables students to recognise and develop workplace habits, skills and confidence to take responsibility for themselves both now and in the future.
- Clearly linking the Employability Skills programme to the college careers strategy.
- Explicitly supporting the work of the Work Placement Officers to ensure that work placement targets are met within each curriculum area.
- Supporting progressing students so they are aware of the full range of options available to them, specifically through employment.

Lecturers and teaching staff are responsible for:

- Ensuring that curriculum teaching and learning is linked to careers in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of employer encounters in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of HE and Apprenticeship encounters in line with the Gatsby Benchmarks.
- Highlighting the relevance of STEM subjects for a wide range of future career paths in line with the Gatsby Benchmarks.

Personal Development and Academic Tutors are responsible for:

- Embedding planned and agreed elements of the College's careers programme within the Personal Development Programme which will assist students with their self-development, career exploration and career management.
- Supporting students to produce an individual tailored career plan appropriate to their needs.
- Supporting students and where required, signposting to further support teams, to ensure progressing students are aware of the full range of options available to them through education (Further and Higher Education), training (traineeships and apprenticeships) or employment.
- Referring students to the Careers Advice and Guidance team or Employability Coaches as appropriate.
- Ensuring that students are aware of the full range of CEIAG events and services in the College plus externally as appropriate.
- Encouraging all students to fully participate in the College's careers programme.

Work Experience Placement Officers are responsible for:

- Liaising with relevant staff and students to promote the benefits of work placements in relation to students' Education Programme for young people 16-18 years and career goals through events, presentations and discussions.
- Liaising with employers to establish partnerships and relationships that benefit College students with regards to work placements and liaise with employers and students to prepare for work placements.
- Generating good quality and appropriate work placements which meet the needs of students in line with their Education Programme and career goals.
- Meeting college and individual targets for work placements for students on 16 -18 Education programmes.

## **Liaison with external agencies**

Careers Enterprise Company  
National Careers Service Provider in the local area

## **Links to College values and other College policies**

Admissions Policy  
Complaints Policy  
Equality Diversity and Inclusion Policy  
Privacy Notice  
Safeguarding and Child Protection Policy  
Student Fitness to Study Policy

## **Who needs to understand this policy and how will they know about it?**

The following training and awareness will be put in place:

<b>Who?</b>	<b>How?</b>
Students	Policy available on the College website, reference made to it in the Student Guide on mybpc and support given where required
Parents, guardians and carers	Policy available on the College website
College Directors and Managers	Include in College wide communication, copies of the policy available on mybpc
College Board	Through Board briefings and updates
All teaching staff	Briefing by Directors copies of the policy available on mybpc and circulated via team brief
Business support staff who interact with students	Briefing by line managers; copies of the policy available on mybpc
Employers and stakeholders	Policy available on college website

Bournemouth and Poole College

Date January 2020

Function Equal Opportunities

**This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)**

**1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below**

**2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?**

This policy is intended to ensure that the College provides a positive and supportive CEIAG programme for all students to enjoy and benefit from and as such, no groups of students with protected characteristics should experience a negative impact.

**3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?**

This policy ensures that all students have access to the full range of CEIAG opportunities appropriate to their individual need. All staff involved in the promotion and delivery of the CEIAG service, which includes the College's careers programme, will ensure that information advice and guidance will be impartial, the aspirations of all students are raised and stereotypical thinking in relation to careers is addressed and challenged.

**4. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?**

There is currently no formal evidence to support equal opportunity feedback for the College's CEIAG delivery. This will be reviewed by the Careers Strategy Group and the College's Careers Leader.

**5. Title of manager responsible**

Personal Development Manager

Policy approved by: SLT

Date: May 2020