



## **Careers Education, Information, Advice and Guidance (CEIAG) Policy**

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please contact Head of Student Services and Safeguarding
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

<b>Approved by:</b>	<b>Version:</b>	<b>Issue Date:</b>	<b>Review Date:</b>	<b>Contact Person:</b>
<b>Executive Group</b>	<b>v.4</b>	<b>Nov 2023</b>	<b>Nov 2026</b>	<b>Head of Student Services and Safeguarding</b>

**Review: 3 years**

**POLICY NUMBER: 76**

## 1 Policy Statement

- 1.1 Tyne Coast College is committed to providing all students and apprentices with access to high quality, careers education information, advice and guidance to support them to make fully informed decisions on their next steps, .
- 1.2 Through an engaging careers programme we help students to improve their understanding of the world of work, helping them to develop knowledge, skills and behaviours, and achieve qualifications that will support them to maintain sustained employment. Students will be encouraged to set themselves achievable aspirational career goals that can help to enhance their social mobility.
- 1.3 The college will provide a CEIAG service that is:
- Impartial
  - Accessible
  - Delivered by appropriately qualified staff
  - Engaging and responsive
  - Quality assured

## 2 Scope

- 2.1 All students and apprentices regardless of age will have a right to careers guidance that is impartial and unbiased. The Careers Team have appropriately qualified staff to deliver 1-1 careers guidance in line with Gatsby benchmark 8.

## 3 Legislation

- 3.1 The Tyne Coast College approach to CEIAG is informed by DfE statutory guidance 'Career's Guidance and Access for Education and Training Providers'- updated January 2023, Gatsby Benchmarks, CDI Framework and Matrix National Quality Standards for Information, Advice and Guidance (IAG).

## 4 Definition of Terms

- |   |              |   |
|---|--------------|---|
| 1 | <b>CEIAG</b> | Careers education, information, advice and guidance |
| 2 | <b>IAG</b>   | Information, advice and guidance                    |
| 3 | <b>DfE</b>   | Department for Education                            |
| 4 | <b>HE</b>    | Higher education                                    |
| 5 | <b>CPD</b>   | Continuous professional development                 |
| 6 | <b>CDI</b>   | Career Development Institute                        |

- 4.2 **Careers Education** is a planned programme of activities which helps all students develop the knowledge and skills they need to make successful choices during their education to support their learning in preparation for progressing into work.

Careers Education is composed of three elements:

- **Self-Development** – students understand themselves and the influences on them.
- **Career Exploration** – students investigate opportunities in learning and work.
- **Career Management** – students make and adjust plans to manage change and transition.

**Careers Guidance** enables students to use the knowledge and skills they develop to make decisions about learning and work that are right for them. Guidance helps students to focus on their own choices through effective use of the guidance provided within the College Gateway-Student Services team and external Careers Guidance support.

4.3 **Careers Information** supports the delivery of careers education and guidance providing access to a range of up to date information in a variety of formats. Careers information is available online on My Student Hub and also in the Student Services Hubs at both College sites.

## 5 **Student Entitlement**

5.1 All prospective students and/or their parents/guardians are entitled to accurate course information and advice on progression routes. The Admissions and School Liaison teams provide impartial guidance to assist with course choice, career planning and transition to College.

5.2 Full time students – planned careers education programme of activities to support all students to develop the knowledge, skills and behaviours and explore career pathways to enable them to make fully informed decisions around their next steps.

5.3 Part time students will be made aware of clear progression routes, an introduction to the careers support available and access to 1-1 careers support.

5.4 Higher Education students will be made aware of clear progression routes, an introduction to careers support available and have access to 1-1 careers support..

5.5 Apprentices will be provided with an introduction to the Careers team and have access to 1-1 careers support, in addition to the support from their Employer and Assessor

## **Student Responsibilities**

6.1 All enrolled students, apprentices and potential students are encouraged and supported to have high aspirations for their future career goals.

## 7 **College Staff and Management Responsibilities**

7.1 The Careers and Student Finance Manager is responsible for:

- Planning and co-ordinating the delivery of an engaging CEIAG programme supported by relevant strategic and operational documents in line with the college, local and regional priorities. To ensure the programme meets statutory guidance and is aligned to Gatsby Benchmarks
- Develop the TCC Careers Strategy
- Ensuring careers guidance activities are planned, developed, and delivered by professional and suitably qualified advisors.
- Ensure the Careers team are appropriately qualified and complete regular relevant CPD to ensure they are well informed, current and able to deliver a quality service to our students
- Ensuring resources are allocated to the service and deployed to maximise the effectiveness of the CEIAG programme
- 
- Engagement with external stakeholders to further develop the network which supports careers delivery in college
- Ensuring that careers resources that are located on My Student Hub, TEAMS, career area, display, and noticeboards are focused, relevant and up to date.
- Ensuring the Careers/Future Me advisors support the UCAS application process delivering targeted CEIAG to support their progression.
- Work closing with curriculum and Development and Skills coaches to ensure students have a planned positive destination
- 

7.2 Heads of Department and Curriculum teams 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 relevant and work-related experiences in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of HE, Apprenticeship and employer experiences in line with the Gatsby Benchmarks.
- Signpost students to Careers Guidance where support is needed.
- Work closely with the Careers team and Development and Skills Coaches to ensure students have a planned positive destination.

7.3 Careers Team are responsible for:

- Offering 1-1 careers appointments to all students at key points in their decision making, delivering impartial careers support to enable them to make informed choices
- Supporting the implementation of activities within the Careers Programme throughout the academic year
- Supporting progressing students so they are aware of the full range of options available to them including education (Further and Higher Education), apprenticeships or employment.
- Providing access to careers resources to support students in effective decision making
- Work closely with Curriculum and Development and Skills Coaches to ensure all students have a planned positive destination

7.4 Student Experience Manager is responsible for:

- Planning and delivering an engaging, careers focussed scheme of work to support students to become work ready and develop career learning skills
- Implementing work ready careers activities in line with the careers programme
- Work closely with curriculum and Careers teams to ensure students have a planned positive destination

7.5 School Liaison Team is responsible for:

- Planning and delivering a structured programme of CEIAG activities to schools and other education providers to support students with their career exploration and decision making
- Planning and delivering a programme of activities to support potential students with their transition to college

7.6 Admissions Team are responsible for:

- Providing effective IAG relating to courses, training and learning to potential students

## **8 Monitoring & Evaluation**

8.1 This Policy will be monitored and evaluated via the following means:

- Feedback from key stakeholders – students, parents/carers, employers and staffSelf-Improvement plan process
- Matrix Award
- Destination data
- Progression boards
- Gatsby BenchmarkEvaluation
- Other relevant quality assessment processes both internal and external

## **9 Related Policies and documents**

- Admissions policy
- Tyne Coast Careers Strategy and Action Plan
- School Liaison Strategy