



Careers Education Information, Advice and Guidance Policy

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VERSION CONTROL

Version	Date revised	Author/reviewer	Section / page no. changed	Summary of change(s)
2.0	April 2024	AMZ/RMU	Whole policy	Complete review of old policy

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1. Introduction

High quality and impartial careers information, advice and guidance that raises aspirations, improves social mobility and enables students to plan effectively for their future progression pathway. St Brendan's Sixth Form College is committed to supporting all students to understand the opportunities available to them and achieve their career goals.

2. Purpose and scope

The aim of this policy is to demonstrate how the College provides an impartial student-focussed information, advice and guidance service to inform young people about the full range of education, training and apprenticeship opportunities available to them; how the College aims to provide a high-quality service that is responsive to the needs of each learner, ensuring equality of opportunity; and how the College works in partnership with a range of stakeholders to raise aspirations, support positive student destinations and respond to local market requirements.

3. Using this policy

The Careers Education Information, Advice and Guidance Policy is underpinned by the eight Gatsby Benchmarks listed in the 2014 [Gatsby Foundation Report, 'Good Career Guidance'](#), as the required standard for good CEIAG within colleges. This also supports the assessment criteria of the Matrix Accreditation and Ofsted's [Education Inspection Framework](#).

The eight Benchmarks are;

[Careers Education Information, Advice and Guidance Policy]

1. A stable careers programme	•A careers programme involving students, parents and staff which is published on the college website
2. Learning from career and labour market information	•Provide access to high quality, relevant and up to date information with easily accessible support from trained staff
3. Addressing the needs of the student	•Ensure that high quality careers guidance is readily available to meet different needs at different stages and includes equality & diversity elements
4. Linking curriculum to careers	•Curriculum planning and delivery have strong links to relevant careers and industry requirements, including STEM
5. Encounters with employers and employees	•Targeted approach used to deliver employer encounters which are recorded and evaluated to ensure learners have significant, multiple interactions
6. Experience of workplaces	•Every student to have experience of the workplace to explore career opportunities and expand networks
7. Encounters with further and higher education	•Access the right support and information regarding FE and HE opportunities to understand all progression routes
8. Personal guidance	•Qualified and experienced careers advisers are available and accessible to all throughout the academic year

4. Definitions

For the purpose of applying the provisions contained in this policy, the following definitions will apply:

Term / acronym	Definition
Gatsby Benchmarks	Developed on behalf of the Gatsby Foundation by Sir John Holman defining what world class careers provision in education looks like and providing a clear framework for organising careers provision in an education provider.
CEIAG	Careers Education, Information, Advice and Guidance.
EHCP	Educational Health Care Plan
UCAS	Universities and Colleges Admissions Service
FE	Further Education
HE	Higher Education

5. Duties and Responsibilities

The Vice Principal with responsibility for careers, has overall strategic responsibility for the careers programme and provides links with college leadership team and Governors.

The Principalship Team is responsible for supporting the development of the Careers Strategy through whole College Strategic Objectives and quality improvement planning.

The Careers and Employability Manager is responsible for managing the careers service, coordinating the careers education programme and ensuring that all staff are trained appropriately on their role in careers advice and guidance. They will lead on the UCAS application process ensuring that students have sufficient information on the application and interview process. They will provide opportunities for students to visit and meet representatives from a range of higher education institutions and apprenticeship providers to help them make informed choices on their future progression.

The Careers Team is responsible for providing CEIAG to students progressing to FE, HE or apprenticeships, collating student destination information and using it to inform the strategic planning of careers education across the college and coordinating the work experience programme at the college. They will also deliver 1:1 career guidance for all looked after children, care leavers and students with an EHCP.

The Link Governor for Skills supports the development of strategy and policy at Governance level and the governing body are responsible for providing support and challenge for the careers development.

Directors of Faculty are responsible for evaluating the quality of careers information and guidance across subjects in their faculties to ensure that careers, work experience and employability is embedded through the curriculum.

Progress Tutors and Inclusive Learning Teams are responsible for supporting students and those on an EHCP to access advice and guidance and supporting the collection of destination data.

The Admissions and Marketing Team will deliver impartial information, advice and guidance services to local feeder schools to ensure potential applicants are aware of the opportunities available at the college along with entry criteria and progression routes. They will provide a range of pre-entry events and activities for individuals who have applied to the college.

The Aspire Co-ordinators are responsible for overseeing the early applicant group for Oxbridge, medicine, veterinary, dentistry university programmes. This includes the identification of early applicants, leading on outreach activities, organising the speakers programme, entrance tests, mock interviews, and quality checking of UCAS personal statements.

Teachers are responsible for promoting the careers, work experience and advice and guidance services to all students in their curriculum area and referring students for specialist careers guidance as required. They will work in partnership with the Careers Team to plan a skills-based curriculum in collaboration with local and national employers. Teachers will provide high quality and timely references to support students with UCAS or apprenticeship applications. Organising a range of work-related activities, trips and visits will enhance the curriculum and raise student's knowledge of wider opportunities available to them.

6. Supporting Students

All students in the College will take part in a careers education programme that will help them understand their career options and encourage them to reach their full potential in the progression to FE, Higher Education or apprenticeships (see Appendix 1 for the St Brendan's Sixth Form College Provider Access Policy).

6.1 The programme will enable prospective students to access:

- Impartial information, advice and guidance as part of the College admissions process which will include invitations to open events, tours, taster days and transition meetings.
- Information on the range of bursary funds available at the College.
- Information on progression options include Level 3 at St Brendan's, higher education and apprenticeship opportunities.

6.2 The programme will enable current students to:

- Experience the world of work through a work placement, insight event or employer talk to support with the development of employability skills.
- Be given direct access to employers, apprenticeships and Higher Education institutions.
- Access support with applying to Higher Education or apprenticeship opportunities including advice and guidance on choosing the right pathway, completing personal statements, applications and interview techniques.
- Receive up-to-date and impartial careers guidance delivered by a level six or above qualified career development professional who upholds the professional standards of the Career Development Institute.
- Access a range of high-quality resources with signposting that will help their career decision-making & planning.
- Feedback their views on the quality of the careers programme.
- Be referred to other support services via external agencies or college support services when issues arise during guidance meetings which are outside the scope of the Careers Advisor.

6.3 Parents or Carers can expect:

- To be able to make an appointment with their young person to discuss their career options.
- To receive invitations to take part in careers related events.
- To be informed about opportunities that their young person can access.

- To receive important information about UCAS, student finance and apprenticeships.
- To have the opportunity to feedback their views on the quality of the careers programme.

6.5 Careers Education Programme

The Careers programme includes a wide range of activities throughout key points of the academic year (see Appendix 2 for overview of events and activities).

- Weekly careers newsletter (emailed to all parents, students and staff) and is available online.
- The provision of an accurate and up to date careers Teams site for students and staff.
- Informing students of the range of facilities and support available through participation in the formal induction process on entry to the college and the tutorial programme.
- Individual and groups sessions on careers education.
- Analysis of destination data to encourage and assist students in achieving their personal, educational and apprenticeship goals.
- Liaison with Inclusive Learning to providing appropriate support for any students with additional needs.
- Timely events such as careers fairs, careers days, progress review days, future progression days.
- Supporting appropriate careers education and work experience within curriculum programmes.
- Guest speakers, visits and / or work experience.
- Launch event for early applicants.

7. Equality Impact Statement

We are committed to ensuring that, as far as is reasonably practicable, the way we provide services to our students and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds of any of the protected characteristics defined by the Equality Act, which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We will endeavour to make reasonable adjustments to accommodate any individual with particular equality and diversity requirements in implementing this policy and procedure.

8. Stakeholders and Partners

The Provider Access Statement sets out the college's arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer. This complies with the college's legal obligations under s.42B of the Skills and Post-16 Education Act 2022. The statement is published on the college website and is available for all providers to view (see Appendix 1 for full statement)

The College recognises the important role parents and carers have in their child's career development. We are committed to ensuring that parents and carers have access to information about the full range of post 18 opportunities for their children. We send the weekly careers newsletter to all parents, and they are invited to attend information talks and presentations during our progress review days. The careers team is present at all open events and during enrolment and available to offer advice and guidance to students and parents. Parents and carers are welcome to attend careers appointments at pre-arranged times and this is particularly welcomed for mid-year leavers with no confirmed onward destination.

The college is part of the West of England Careers Hub and is committed to working collaboratively with West of England Combined Authority (WECA) and Local Enterprise Partnership (LEP) to develop a strategy to embed work related learning across the college to encompass delivering all eight Gatsby Benchmarks. The Careers and Employability Manager will work with the nominated enterprise coordinator and enterprise adviser from the Careers and Enterprise Company on delivering the Hub's objectives.

The College is committed to designing and developing careers and employability pathways for students for and in partnership with employers, helping students on their employability journey whilst meeting the colleges' expectation around respect for equality, diversity and inclusion.

The college works collaboratively with higher education institutions who support to students to access their widening participation schemes. We welcome and encourage visiting speakers and subject specialist to attend careers events and universities and colleges from across the country to attend our careers fair. We work in partnership with Future Quest and several other widening participation initiatives such as Realising Opportunities, The Sutton Trust, The Social Mobility Foundation and Into University. The college work with the charity Career Ready to provide employability masterclasses, employer mentoring and work experience opportunities, with emphasis on students who may not already have access to these opportunities through their own networks.

9. Further information

9.1 External information

Relevant legislation and statutory requirements that have been taken into consideration for this policy include:

- Education Act 1997; 2004; 2011 (forms the basis for the Statutory Guidance)
- Good Career Guidance – Gatsby Benchmarks (January 2018)
- Quality in Careers Standard (September 2018)
- Careers Guidance – Guidance for further education Colleges and sixth form Colleges (October 2018)
- Careers Strategy – making the most of everyone's skills and talents (December 2017)
- Technical and Further Education Act, 2017 (extends to FE colleges the duties outlined in Ofsted Inspection Framework and career guidance provision in Education & Inspections act 2006)

- SEN Code of Practice outlines the requirement for an Education Health and Care plan, which encompasses preparing for adulthood, including HE and/or employment, including self-employment

9.2 Internal information

Local policies and procedures that have been taken into consideration for this policy include:

- Admissions Policy
- Equality, Diversity and Inclusion Policy
- Work Experience Policy
- SEND Policy
- Supporting Young Carers Policy
- Supporting Children in Care Policy

10. Monitoring and Evaluation

The careers programme will be evaluated using the CEC Compass Evaluation to evaluate progress against the eight Gatsby Benchmarks. This will be completed by the Careers and Employability Manager in conjunction with our allocated enterprise coordinator and enterprise adviser from The Careers and Enterprise Company. Completion of the Compass report will be supported by the Vice Principal and other members of the careers team as required. This will take place at three key points throughout the year.

11. Policy review

This policy will be reviewed every three years from the date of approval.

The policy may be reviewed at an earlier date, if necessary, for example, to update it in line with changes in legislation, organisational development or good practice.

Any individual who has queries regarding the content of this policy or has difficulty understanding how this policy relates to their role, should contact the Policy Author.

Appendix 1 Provider Access Statement

Introduction

This policy statement sets out the College's arrangements for managing providers' access to students at the College to give them information about the provider's education or training offer. This complies with the College's legal obligations under Section 42B of the Skills and Post-16 Education Act 2022.

Student Entitlement

All learners in the College will participate in a careers education programme that will help them understand their career options and encourage them to reach their full potential in progressing to FE, Higher Education or employment. The programme will enable students to:

- Develop the skills they need to plan and manage their personal development
- Experience the world of work through a work placement, insight event or employer talk
- Be given direct access to employers, training providers and Higher Education institutions
- Identify their transferable skills required for the world of work and HE
- Receive high-quality face-to-face information, advice and guidance
- Receive high-quality resources that will help their career decision-making & planning
- Be given personal support with their applications to HE or Employment
- To provide feedback on their views on the quality of the careers programme

Management of Provider Access Requests Procedure

A provider wishing to request access should contact:

Robert Muranda, Careers Lead and Careers and Employability Manager. Telephone: 0117 9666677 Email: ceiag@stbrn.ac.uk

Grounds for granting and refusing requests for access

Access will be granted based on the availability of facilities, timetabling and other college events. All-access requests will be approved by The Head of Teaching Learning and Assessment and The Head of Safeguarding under the college safeguarding policy.

Premises and facilities

The College will make the multi-purpose hall, the theatre, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make AV and other specialist equipment available to support provider presentations. This will all be discussed and agreed upon before the visit with the Careers Leader or a team member. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Zone, which the Career Team manages. Information regarding opportunities can be sent electronically and added to our careers newsletter, which is sent out to all students, staff and parents twice a month. The Careers Zone is available to all students during college hours.

Opportunities for access to several events integrated into the college careers programme will offer providers a chance to come into college to students and/or their parents/carers.

Opportunities for Access

Many events integrated into the college careers programme will offer providers an opportunity to come into college to students and/or their parents/carers:

Please speak to our Careers Leader to identify your most suitable opportunity.

Year Group	Autumn Term	Spring Term	Summer Term
Access to Level 3	Fresher's Fair Careers Fair Lunch Time Stands Sector/Subject Specific Talks	Lunch Time Stands Sector/Subject Specific Talks National Apprenticeship Week National Careers Week Parents Careers Event Post 16 Options Event Mock Interviews	Future Progression Day Lunch Time Stands Sector/Subject Specific Talks
Year 12	Fresher's Fair Careers Fair Lunch Time Stands Sector/Subject Specific Talks	Lunch Time Stands Sector/Subject Specific Talks National Apprenticeship Week National Careers Week Mock Interviews	Future Progression Day Parents Careers Event Lunch Time Stands Sector/Subject Specific Talks Mock Interviews
Year 13	Careers Fair Lunch Time Stands Sector/Subject Specific Talks Personal Statement Support Mock Interviews Parents Careers Event	Lunch Time Stands Sector/Subject Specific Talks Mock interviews National Apprenticeship Week National Careers Week	Lunch Time Stands Sector/Subject Specific Talks Results Day Support

Appendix 2

ST BRENDAN'S CAREERS ACTIVITY EVENT TIMELINE

CAREER EVENT/ACTIVITY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
CAREERS ENQUIRIES AND SUPPORT WITH SUBJECT CHOICE												
Open Events			●	●			●					
Course information		●	●	●			●	●				
School Liaison events	●	●	●	●	●	●	●	●	●	●		
New student interviews			●	●	●	●	●	●	●	●	●	●
Course change information	●										●	
RAISING ASPIRATIONS												
Year 10 Discovery Days												●
Year 11 Taster Days											●	
SPECIALIST CAREERS INFORMATION, ADVICE AND GUIDANCE												
1:1 sessions	●	●	●	●	●	●	●	●	●	●	●	●
Specific course guidance	●	●	●									
University personal statement checking		●	●	●	●	●						
University application quality checking			●	●	●	●						
CV checking		●	●	●	●	●	●	●	●	●	●	●
SKILLS, EMPLOYABILITY AND FUTURE PROGRESSION												
Year 12: Parent Information Evening		●										
Year 13: Parent Information Evening			●									
Year 12: Careers Fair preparation							●					
Year 12: Future Progression Day										●		
Year 13: Personal Statement talks		●	●							●	●	
Year 13: Apprenticeship talks		●	●									
Year 13: Gap Year options		●	●									
Year 13: Results support	●											
EHCP students: Career Guidance		●	●									
All: Lunch time progression stalls (external providers)		●	●	●		●	●	●	●	●	●	●
All: Work Experience		●	●	●	●	●	●	●	●	●	●	●
ACCESS TO LEVEL 3												
Progression 1:1s						●	●	●				
Work experience support 1:1s						●	●	●	●	●	●	●
Apprenticeship workshops						●	●	●				
Applications for Level 3 study						●	●	●				
Careers Fair								●				
Results support	●					●						
PROGRESSION TO UNIVERSITY												
Year 12: UCAS Registration workshops										●	●	
Year 12: Personal Statement presentations										●	●	
Year 12: UCAS Exhibition									●			
Year 12: HE & Employer Events			●	●		●	●	●	●	●	●	
Year 12: HE+ (University of Cambridge) Programme				●	●	●	●	●				
Year 13: 1:1 support: careers and progress tutors			●	●	●	●	●	●				
Year 13: Finance talks by universities							●					
Year 13: Students results advice	●											
EARLY APPLICANTS												
Year 12: Aspire / Biomed Information Evening (students/parents)		●										
Year 12: Speakers Programme		●	●	●	●							
Year 12: Oxbridge visit (University of Oxford)		●										
Year 12: Early application support									●	●	●	●
Year 12: UCAT exam preparation										●	●	●
Year 13: Early application support	●	●	●									
Year 13: Oxbridge mock interviews		●	●									
Year 13: Med/Vet/Nursing interviews			●	●	●	●						
Year 13: University application quality checking		●	●									
PROGRESSION TO APPRENTICESHIPS												
Year 12: Apprenticeship Exhibition							●					
Year 13: CV workshops			●	●	●		●	●				
Year 13: Application and interview support			●	●	●		●	●				
CAREERS EVENTS AND EMPLOYER INTERACTIONS												
Curriculum trips		●	●	●	●	●	●	●	●	●	●	●
Curriculum visiting speakers		●	●	●	●	●	●	●	●	●	●	●
National Careers Week activities								●				
National Apprenticeship Week activities							●					
Into University			●	●			●	●			●	

