



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

Policy Start Date: July 2018

Review Date: July 2019

To Be Reviewed by: Karl White, Lisa Morgan

Purpose

Airco Training represents a culture of high aspiration, expectation and success.

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

Scope

This policy applies to all learners, pre-entry, on programme and at exit.

Objectives

Airco Training is committed to providing high quality and impartial information, advice and guidance which supports learners plan and manage their education and their career. This policy responds to our duties, statutory guidance, Gatsby recommendations and the Common Inspection Framework (Ofsted).

The careers guidance programme is designed to meet the needs of learners, employers and further training providers, HE.

The programme will be differentiated and personalised to ensure progression through activities that are appropriate to learners' stages of career learning, planning and development.

Careers Education, Information, Advice and Guidance (CEIAG) will promote the following to all learners:

- Self-development
- Career exploration
- Work place experience
- Independent investigation
- Progression planning.



Roles and Responsibilities

The responsibility for this policy lies with the Centre Manager and CEIAG Leader.

Learners

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

The Centre Manager and CEIAG Lead are responsible for ensuring that:

- All staff are aware of this policy.
- There are sufficient qualified, experienced staff and up to date resources.
- All staff have access to training, support and resources which are appropriate to their role.
- Maintain the quality assurance of standards delivering against the Gatsby recommendations and work towards any relevant kite marks within the sector e.g Matrix.
- Ensuring the monitoring and recording of all intended progressions and destinations for learners to ensure they progress to a positive outcome.

The Centre Manager and CEIAG Lead are responsible for:

- Providing training for the college on CEIAG and other topics on request.
- Linking with a curriculum area to plan and develop suitable careers education activities for learners in line with Gatsby recommendations.
- Provide resources and sign posting staff to relevant issues.
- Maintain currency through CPD, seminars and other relevant methods to ensure high quality 1:1 interviews resulting in career action plans.



Other staff contribute to CEIAG and are responsible for:

Providing sufficient course information and advice to enable prospective learners to make suitable choices pre-entry and during induction activities.

- Ensuring that they are aware of specialist services, maintaining effective working links and making referrals for pre-entry, on course and progression careers guidance when required.
- Ensuring that learners are aware of specialist services, tutorial and course based support.
- Providing information related to progression to further study (FE, HE and Apprenticeships, Further Training and Employment).
- Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their learners' needs.
- Promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by learners.

Entitlement

- All learners and prospective learners are entitled to accurate course information and advice on progression routes. The CEIAG Lead will provide impartial information, advice and guidance to assist with course choice, career planning and transitions.
- Learners and prospective learners can access a full range of CEIAG.

Quality Assurance

There are robust quality assurance systems to ensure a consistent delivery of standards adhering to relevant frameworks and these are evaluated by:

- Quality assurance of the activities detailed within this policy through observation of the guidance service, observation of 1:1 and tutorials and review and monitoring of Airco Training key performance indicators.
- Conducting regular internal reviews of the quality of CEIAG through observations, Ofsted judgements, learner surveys and other feedback mechanisms.
- Ensuring that the elements of the relevant quality assurance standards (e.g. Matrix) are being adhered to, industry standards are being pursued and government legislation is being met.
- Contributing to Airco Training self-assessment processes.



Review and Evaluation

To ensure a high quality of IAG service, Airco Training will evaluate its provision to ensure that:

- The information, advice and guidance services are delivered in accordance with IAG Policy.
- Any learner or potential learner with an identified disability will be provided with appropriate support to enable access to IAG services.

Airco continues to have the MATRIX standard kite mark for IAG and we review and evaluate our service to achieve the 3-year re-accreditation. Impact data for IAG is collected in a number of ways including learner feedback, retention and achievement data and destination data. This information feeds into Airco Training self-assessment process throughout the academic year.