

**Greenhead College
Corporation**



**CAREERS EDUCATION
INFORMATION ADVICE AND
GUIDANCE POLICY
(CEIAG)**

Reviewed March 2021

POLICY

The objective of Careers Education Information Advice and Guidance (here-after referred to as CEIAG) at Greenhead College is to promote and maintain high quality CEIAG for all students as part of an overall commitment to provide a supportive environment in which individuals feel valued, grow in confidence and fulfil their potential for academic, moral, social and physical development.

PURPOSE AND SCOPE

*CEIAG aims to equip students with the knowledge, skills and attitude to ensure a realistic and positive progression route and to manage their life long personal and careers development.

- CEIAG will be delivered as part of an annually reviewed, planned tutorial programme which will support the development of employability skills and which will inform the students about the careers and options open to them in Further and Higher Education, training (including Higher and Degree Apprenticeships) and work. This will be delivered in tutorial groups and will include group activities.
- CEIAG will also be delivered via the Personal Tutors with one-to-one interviews as part of Greenhead College's monitoring system, or as an ad-hoc request.
- CEIAG will be delivered by subject staff, who will enable students to gain employability skills, provide links with employers and demonstrate employment prospects with the help of alumni destinations.
- Each student is an individual and should be treated without prejudice and have an entitlement and appropriate access to CEIAG, regardless of race, gender, religion, ability, SEND, social background or sexual orientation.
- Each student should understand the full range of options open to them and be helped to develop decision-making and transition skills in order to further their independence.
- Each student should have equal access to accurate, up-to-date and impartial information free from bias and stereotyping.
- Each student has access to an individual interview with a Careers Adviser from either the local Careers Service Partnership or the College (trained to level 6 or beyond), either by self-referral or tutor/teacher referral.
- Each student has access to an award-winning, well-resourced Careers Library. The Library contains information using the CRCI System, a Higher Education Section, Careers Software and Internet access.
- In their first year, each student will be offered the opportunity to carry out work placements or interactive career & employability skills focused projects. These will offer opportunities to gather knowledge of workplaces, career opportunities and develop skills.*

- Each student will have the opportunity to hear outside speakers from Higher Education and the world of work.
- Each student will have the opportunity to visit Higher Education Institutions as part of the decision-making process.*
- Each student will have the opportunity of a mock interview (where possible with a professional from Higher Education or the world of work, as appropriate.)

The Careers department is assessed against National Quality Award Standards every three years (most recently awarded July 2019) in line with the eight Gatsby Benchmarks, all of which we have fully achieved. This will be reviewed annually.

**Activities may be subject to Covid restrictions.*

“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.

<i>Author:</i>	<i>Careers Leader</i>
<i>Date drafted:</i>	<i>March 2021</i>
<i>Date accepted by the Corporation:</i>	<i>N/A</i>
<i>Date of next review:</i>	<i>March 2022</i>