

**Greenhead College  
Corporation**



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

*Reviewed February 2023*

## **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 will inform students about the careers and options open to them in Further and Higher Education, training (including Higher and Degree Apprenticeships), labour market information and the world of 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. (collected by the Marketing Team)
- 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, advice and guidance 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 a well-resourced Careers Library. The Library contains information including, Higher & Further Education sections, work based learning and gap year information, careers software and internet access; it is open daily for students to use.
- In their first year, each student will be offered the opportunity to carry out work-related placements and/or interactive career & employability skills focused projects. These will offer opportunities to gather knowledge of workplaces, career

opportunities and develop self-awareness, employability & decision-making skills.\*

- Each student will have the opportunity to speak to representatives from Higher & Further Education, industry professionals, gap year & training providers and other career specialists.
- 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 H.E, industry or the local careers service as appropriate.)

The Careers department is assessed against National Quality Award Standards every three years (most recently awarded July 2022) 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”.***

Author:	Careers Leader
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