



**Greenhead College
Corporation**

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

Reviewed March 2024

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.

<https://www.greenhead.ac.uk/wp-content/uploads/2023/09/Purpose-and-Principles.pdf>

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. <https://www.greenhead.ac.uk/strategic-plan-2023-30-and-accountability-statement>

This policy accepts the 8 Gatsby Foundation's benchmarks as set out in the DfE guidance. <https://www.greenhead.ac.uk/wp-content/uploads/2021/06/gatsby-benchmarks.pdf>

- 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 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.
<https://www.greenhead.ac.uk/wp-content/uploads/2021/11/Diversity-and-Inclusion-Policy-1.pdf>
<https://www.greenhead.ac.uk/wp-content/uploads/2022/08/SEND-Policy-1.pdf>
- 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.
<https://www.greenhead.ac.uk/supported-learning/personal-tutors>
- 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.
- Under statutory provider access legislation, Greenhead College will put in place a range of opportunities for providers of education and training to talk to students about opportunities <https://www.greenhead.ac.uk/student-life/careers-department>

- Students will be offered access to at least two encounters with providers during Year 12 and Year 13 offering information about a range of educational and work-based options post 18. <https://www.greenhead.ac.uk/wp-content/uploads/2023/02/Careers-Dept-Activity-Summary-2023.pdf>
- Each student will have the opportunity to hear outside speakers from Higher & Further Education, industry professionals, gap year & training providers and other careers specialists. <https://www.greenhead.ac.uk/wp-content/uploads/2023/02/Career-Dept-student-plan-2023.pdf>
- 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 which promotes a full range of post-18 options.
- Each student has access to a well-resourced Careers Library. The Library contains information using the CRCI System, Higher & Further Education sections; gap year sections, 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 interactive career & employability skills focused projects. These will offer opportunities to gather knowledge of workplaces, career opportunities and develop skills. <https://www.greenhead.ac.uk/student-life/paws>
- Each student will have the opportunity to visit Higher Education Institutions &/or employer open events 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 governing body will ensure that the college has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders.
- The Careers Leader will ensure that the work of the Careers Dept and CEIAG events are supported and monitored; a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team.
- CEIAG is evaluated and reviewed annually via Careers reviews, end of year surveys and parent/carer feedback.

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.

Author:	Careers Leader
Date drafted:	March 2021
Date accepted by the Corporation:	N/A
Date of next review:	March 2024

“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”.

Careers Education Info & guidance Impact assessment