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

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Date approved: 12 July 2019
Approved by: SMT
Responsible Manager (s): Director for Students
Executive Lead: Vice Principal Higher Education and Student Enhancement

Applicable to staff: Yes
Applicable to students: Yes
Accessible to students: Yes
Accessible to general public: Yes
(including clients)

Consultation
Consultation undertaken with: Date:

- SMT   12.07.19
- AMT   13.6.19
- CCMT   N/A
- Students   1.07.19
- Employee representation *(HR policies only)*
- Other

Policy review frequency, normally every 2 years.

Contents

1. Scope and purpose of the Policy

2. Policy statement

3. Accountability

4. Student involvement

5. Linked policy

6. Linked procedures

7. Equality impact assessment

1. Scope and purpose

1.1 This policy applies to all students at Blackpool and The Fylde College (B&FC). All students will have access to a range of tools and opportunities that will equip them to develop their career planning activities. These tools will provide the appropriate information so that all students can make informed decisions regarding their future progression.

2. Policy statement

2.1 B&FC is committed to providing highly effective Careers Education, Information, Advice and Guidance (CEIAG) which is accessible to all students and assists them to plan and manage their personal career planning and progression.

Key principles:

- Opportunities are provided for all students to take personal ownership of their career planning and progression.

- CEIAG is inclusive whilst recognising and promoting equality and diversity.

- CEIAG is transparent, impartial and provides opportunities for confidentiality.

- CEIAG is based on labour market intelligence

- CEIAG contributes to enhancing student retention and achievement through raising aspirations and engaging in the development of positive future destinations.

2.2 This policy is informed by a range of national bodies and publications including but not limited to.

- Matrix quality standard

- Ofsted EIF

- Good Career Guidance (Gatsby)

- The Office for Students (strategic objectives)

- QAA Quality Code

3. Accountability

3.1 The Director for Students is responsible for ensuring this policy is regularly reviewed, updated and is current.

4. Student involvement

4.1 Students were consulted in the updating of this policy through the elected representatives of the Student Union.

5. Linked policy

5.1 Admissions policy

6. Linked procedures

6.1 Careers and Employability Strategy

7. Equality impact assessment (attached)

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Title of Activity: CEIAG Policy Author and Date: Director for Students June 2019	☐ New or ☒ Revision Expected Implementation Date: July 2019 What is the review date? July 2020
Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	Clear, transparent, impartial CEIAG
Safeguarding: Are there any aspects of this proposal which could cause a student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Monitoring through appropriate progress tracking
Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low