
Careers Education, Information, Advice and Guidance Policy

1) **Policy Scope**

This policy covers Careers Education, Information, Advice and Guidance given to students in City of Bristol College.

All members of staff at City of Bristol College are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Team.

2) **Purpose**

City of Bristol College is focused on education and training which enables our students to access employment, thereby meeting the needs of the city and region, alongside working with community partners to meet wider needs and improve economic inequality.

The purpose of this policy is to make clear the College's commitment to providing a high-quality CEIAG service to enable students to achieve their full potential by encouraging them to engage in personal development throughout their time at the college.

3) **Values & Vision**

This policy is underpinned by City of Bristol College's vision and core values.

"We are a College focused on education and training which enables our students to access employment, thereby meeting the needs of the city and region, alongside working with community partners to meet wider needs and improve economic inequality"

Our Vision is that by 2024/2025 we will be recognised as a high performing college that meets the needs of the city we serve. Our core values are:

- Respect We are Respectful to each other
- Ambition We are Ambitious for ourselves and for our College
- Honesty We are Honest in everything we do
- Inclusion We are Inclusive - everyone is welcome here and can achieve

4) **Commitment**

We are committed to implementing a careers programme that is robust, inclusive and empowers our students by supporting them in building their skills, knowledge and behaviours to enable them to progress successfully through learning and in work and to have a rewarding career. We are also committed to maximising the benefits for students by using a cross college approach involving parents and carers, employers, universities and other agencies.

5) **Statutory requirements and expectations**

Careers Learning supports the college's overall vision and is linked to the Strategic Plan that is reviewed by the Executive Team and Strategic Leadership Team within the college.

The Government's vision for FE Colleges as set out in the FE Skills White Paper is "to give people the technical skills they need to get good jobs and boost the UK's productivity".

The government direction and college vision ensure a high profile for CEIAG and embeds careers and employability skills firmly within the college curriculum.

The governing body who takes a strategic interest in careers education and guidance and encourages employer engagement must make sure that independent careers guidance is provided to all 14- to- 18-year-olds and students aged up to 25 with an Education, Health and Care Plan.

6) Learner entitlement

All students are entitled to use the full range of Careers Education, Information, Advice and Guidance on offer at City of Bristol College. All students should receive careers education and guidance activities appropriate to their needs, delivered through a programme that will include opportunities such as College events, visits and external speakers, and access to individual, impartial, guidance.

Students should expect tailored advice which: raises aspirations and attainment, exploring links to local labour market information, alongside presenting opportunities to develop skills, behaviours and knowledge, identifies transferrable, hard and soft skills and how these are linked to progression and sustainable employment

All students should be able to access information and assistance with impartial progression choices during and at the end of their course.

7) Objectives

The objectives of the Careers Education, Information, Advice and Guidance policy that also link to the eight Gatsby Benchmarks are as follows:

- To ensure that all students at the college receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should seek to address the needs of students
- To link the curriculum learning to careers learning
- To work with the curriculum team to support student's engagement of encounters with employers
- To provide students with experiences of workplace(s)
- To ensure that students have a series of encounters with further, higher education and apprenticeship providers
- To provide each student with the opportunity to receive personal guidance

8) Management, delivery and monitoring

The Careers and Employability team includes a Careers Co-ordinator, Careers and Employability Advisers and the Future Quest Advisors. They have responsibility for delivering Careers Education, Information, Advice and Guidance to students at City of Bristol College. They report to the Head of Student Services and Admissions who is the college Career Leader and has the responsibility to report to the Strategic Leadership Team for the careers service.

The effectiveness of the career services will be measured by feedback from different stakeholders in relation to the support available and the relevance of content of our Careers Programme. The feedback will support continual improvement that reflects the needs of industries, employers and students. The college will adjust our intent as necessary, implement proposed changes and will continue to monitor the positive impact.

Services will also be assessed using the Gatsby Benchmarks as a framework for good careers guidance and is carried out three times a year.

This policy links closely with the [Careers and Progression Strategy](#)

9) **Engagement of stakeholders and partners**

The work of the Careers and Employability team will be supported and monitored by a member of the Senior Leadership Team who has an overview of CEIAG work.

The college continues to work collaboratively to meet the needs of the City, and the wider region to be responsive to current and future demands by engaging with other local colleges, universities, councils and secondary schools. Throughout the year the college will continue to expand partnership agreements to maximise the opportunities for our students.

An important part of continuing to be Bristol's college, a key anchor institution in Bristol, we maintain the importance of listening to employers to understand what they require of the workforce of the future and develop provision to drive inclusive economic prosperity.

Date of policy: 04/04/2022

Review frequency: Every 3 years in line with [Careers and Progression Strategy](#)

Reviewed by: Head of Student Services and Admissions

Review frequency:	3 years
Lead Officer:	Head of Student Services
Senior Manager Responsible:	Vice Principal Corporate Services and External Relations
Approved by:	Curriculum and Quality Committee
Date of Approval:	May 2022
Date for Review:	May 2025