



Careers, Education and Guidance Policy (Further Education and Apprenticeships) 2023-2025

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. SCOPE & PURPOSE

- 1.1 Askham Bryan College is committed to providing high quality careers education, information, advice and guidance (CEIAG) for all its learners thereby equipping them to obtain employment training and education appropriate to their needs and to fulfil their potential. This policy applies as appropriate to full and part time learners at Askham Bryan College on Further Education and Apprenticeship programmes. This policy sets out the principles of independent and impartial guidance provision at the College. Impartial guidance is available and provided to students, prospective students and alumni.
- 1.2 This policy is written in accordance with the DfE guidance:
- ‘Careers Guidance – Guidance for further education colleges and sixth form colleges’ (July 2021); and
- ‘Careers Strategy – making the most of everyone’s skills and talents’ (December 2017)

2. POLICY STATEMENT

- 2.1 The College aims to:
- Empower young people to plan and manage their own futures;
 - Respond to the needs of each learner;
 - Provide comprehensive information and advice;
 - Raise aspirations;
 - Actively promote equality of opportunity and challenge stereotypes;
 - Help young people to progress and track their progression and destination;

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- Develop and support the continuous improvement of the quality of the entire student experience; and
- Develop and deliver a curriculum and associated provision which is aligned to the needs of business, industry and the community.
- Ensure all students are aware of the full range of progression options available to them and promote technical options as well as academic routes in an impartial manner.

3. PROVISION

- 3.1 All learners need a planned programme of activities to help them choose pathways that are right for them and to be able to manage their life choices and sustain employability throughout their lives. CEIAG is designed to meet the needs of the learners at this college and those who are considering enrolling here.
- 3.2 It is differentiated and personalised to ensure progression, through activities that are appropriate to the learners' stages of career, learning, planning and development. Learners are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential.
- 3.3 We will provide professional career guidance and welfare advice, to support the students' learning journey and beyond.

4. PRINCIPLES

- 4.1 The key principles upon which this policy is based are that CEIAG:
- is personalised, provides opportunities to identify and respond to the needs of the individual, and builds on previous learning and experience;
 - is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background;
 - is transparent, impartial and provides opportunities for confidentiality;
 - offers guidance for any student at risk of becoming NEET, to assist with retention, and referring to alternative provision where appropriate;
 - is enhanced by strong networks and collaborative approaches involving Student Services, curriculum teams and external partners;
 - contributes to increasing participation, retention and achievement by raising aspirations, helping students to make informed choices and to develop career management skills; and
 - provides comprehensive information and advice.

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5. VALUES AND BENEFITS TO STUDENTS

- Guiding potential students through course options so they choose the right course for them, which best meets their individual needs and interests;
- A Careers Education Programme contributing to the Post 16 Study Programme; and
- Helping students to progress into positive destinations after college by raising students' awareness of opportunities, utilising Labour Market Intelligence, supporting students with employability skills and with applications to Higher Education, apprenticeships or further training.

A potential learner may benefit from careers guidance, for example, if they:

- are uncertain of course choice;
- do not meet the entry requirements for their chosen course;
- have a poor rationale for their course choice; have previously attempted to study the course;
- have non-existent or unrealistic career plans; or □ have low confidence about previous studies.

On course learners may benefit from careers guidance, for example, if they:

- need help with planning their career path;
- are considering leaving the College before their course ends;
- are coming towards the end of their course;
- need help with applying to university or to another college; or □ would like help with job search activities.

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6. THE MODEL: 'GATSBY BENCHMARKS' OF GOOD CAREERS GUIDANCE

This Policy is based on the 'Gatsby Benchmarks' of Good Careers Guidance

1. A stable careers programme	Every college should have an embedded programme of career education and guidance that is known and understood by learners, parents, teachers, employers and other agencies.	<ul style="list-style-type: none"> • Every college should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it. • The careers programme should be published on the college's website in a way that enables learners, parents, college staff and employers to access and understand it. • The programme should be regularly evaluated with feedback from learners, parents, college staff and employers as part of the evaluation process.
2. Learning from career and labour market information	Every learner, and their parents (where appropriate), should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	<ul style="list-style-type: none"> • During their study programme all learners should access and use information about career paths and the labour market to inform their own decisions on study options. • Parents should be encouraged to access and use information about labour markets and future study options to inform their support to the learners in their care.
3. Addressing the needs of each student	Learners have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each learner. A college's careers programme should embed equality and diversity considerations throughout.	<ul style="list-style-type: none"> • A college's careers programme should actively seek to challenge stereotypical thinking and raise aspirations. • Colleges should keep systematic records of the individual advice given to each learner, and subsequent agreed decisions. • The records of advice given should be integrated with those given at the previous stage of the learner's education (including their secondary school) where these are made available. Records should begin to be kept from the first point of contact or from the point of transition. • All learners should have access to these records to support their career development. Colleges should collect and maintain accurate data for each learner on their education, training or employment destinations.
4. Linking curriculum learning to careers	All subject staff should link curriculum learning with careers, even on courses that are not specifically occupation-led. For example, STEM subject staff should highlight the relevance of STEM subjects for a wide range of future career paths. Study programmes should also reflect the importance of maths and English as a key expectation from employers.	<ul style="list-style-type: none"> • Throughout their programme of study (and by the end of their course) every learner should have had the opportunity to experience how their subjects help people gain entry to (and be more effective workers within) a wide range of occupations.

5.Encounters with employers and employees	Every learner should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes, and should include learners' own part time employment where it exists.	<ul style="list-style-type: none"> • Every year, alongside their study programme, learners should participate in at least two meaningful encounters* with an employer. At least one encounter should be delivered through their curriculum area. • Colleges should record and take account of learners' own part-time employment and the influence this has had on their development. <p>*A 'meaningful encounter' is one in which the learner has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
6.Experiences of workplaces	Every learner should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<ul style="list-style-type: none"> • By the end of their study programme, every learner should have had at least one experience of a workplace, additional to any part-time jobs they may have.
7.Encounters with further and higher education	All learners should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	<ul style="list-style-type: none"> • By the end of their programme of study, every learner should have had a meaningful encounter* with a range of providers of learning and training that may form the next stage of their career. This should include, as appropriate, further education colleges, higher education and apprenticeship and training providers. This should include the opportunity to meet both staff and learners. <p>*A 'meaningful encounter' is one in which the learner has an opportunity to explore what it is like to learn in that environment.</p>
8.Personal guidance	<p>Every learner should have opportunities for guidance interviews with a career adviser, who could be internal (a member of college staff) or external, provided they are trained to an appropriate level*. These should be available for all learners whenever significant study or career choices are being made. They should be expected for all learners but should be timed to meet individual needs.</p> <p>* The college should ensure that access to a level 6 adviser is available when needed.</p>	<ul style="list-style-type: none"> • Every learner should have at least one such interview by the end of their study programme

7. OUR OFFER TO STUDENTS

7.1. We offer:

- Professional, independent and impartial careers advice and education;
- Information about course choices and options;
- Guidance around progression routes;
- Employability support and advice;
- Careers and welfare related workshops, group work and events; and
- We can provide careers resources for tutors for use in class and offer staff training around UCAS Reference Writing.

7.2. Careers education includes:

- Topics linked to progression (such as UCAS and apprenticeships) and job search activities (such as interview skills and looking for work).
- Visits to employers
- Talks from speakers, such as employers and student ambassadors and training providers.
- A range of activities supported such as Employer Fairs and Information Evenings.

7.3. Careers information, advice and guidance include:

- Pre-entry course information and advice on post 16 pathways and progression.
- On course and progression information, advice and guidance.

8. SERVICE STANDARDS

8.1 The College aims to be as accessible as possible and provide services across all sites, offering:

- drop in services
- appointments of 45 minutes for more complex enquiries
- we will offer a booked appointment within 15 working days of request
- we provide follow up appointments
- we provide Guidance by email or telephone where appropriate / necessary and we aim to respond to all enquiries within 5 working days

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9. STUDENT ENTITLEMENTS

- All prospective learners are entitled to accurate course information and advice on progression routes. The careers team provides impartial guidance to assist with course choice, career planning and transition into college.
- At induction all learners are entitled to receive information about Student Services and course-based support.
- Learners and prospective learners can access impartial, up to date information on courses and careers through Student Services as well as through curriculum teams.
- All learners are entitled to progression information and assistance with progression choices from Tutors, Student Services and external partners.
- All learners are entitled to receive current and accurate information on all progression routes available to them, including university, further technical training, apprenticeships, T-Levels or employment in line with the 'Baker Clause' legislation.

The CEIAG service is available to current and potential students of all ages and abilities.

- The service is concerned with promoting equality and raising aspirations and aims to meet the diversity of student needs;
- To maintain confidentiality, we will share personal information about students with others outside of our service only with students' permission or where we are legally obliged to do so;
- We will provide access to ICT resources to support with research and planning. We also aim to provide current information, advice and guidance, in a range of formats, on careers and educational opportunities;
- We will provide access to advice and guidance at all sites, and we aim to provide private and confidential interview rooms for booked appointments although this is not always possible due to space limitations at some sites;
- Appointments will usually last between 30 and 45 minutes, and follow-up appointments are welcomed;
- After exploring the nature and level of support needed, we will provide as much of it as we can, with an action plan where appropriate, and / or refer on to other people or agencies that may be able to support.

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- We will endeavour to improve the quality of our services by following Askham Bryan College's procedure for any complaints, comments or compliments.

10. ROLES & RESPONSIBILITIES

10.1 Corporation

- Should ensure that the Careers Programme is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Should ensure the programme includes information on the range of education or training options, including apprenticeships and technical education routes;
- guidance that the person giving it considers will promote the best interests of the students to whom it is given.
- Should ensure that they receive and act upon recommendations from the College Careers Leader as appropriate; and
- the Quality and Standards Committee will work closely with the College Careers Leader on ensuring effective delivery of the Careers and Employability Strategy for the College.

10.2 College Senior Leadership Team is responsible for ensuring that:

- a Careers Leader is appointed;
- relevant staff are aware of this policy;
- there are sufficient qualified, experienced staff and up to date resources; and
- all staff have access to training, support and resources which are appropriate to their role.

10.3 The Careers Leader is responsible for:

- influencing the development of strategy and implementing the delivery of the College's programme of career advice and guidance;

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- establishing a quality Careers Programme that meets the expectations set out in the Gatsby Benchmarks, including differentiation required to meet the needs of students with SEND;
- Ensuring the College provides targeted support and IAG for vulnerable and disadvantaged students (LAC, Care Experienced, potential NEET);
- Ensuring the College works closely with external agencies such as the Local Authority and Virtual Schools to provide CEIAG for vulnerable students;
- Ensuring all students have access to a broad range of providers offering academic options and accept provider's offers to come to college to speak with students without prejudice (as per the Provider Access Policy);
- ensuring that the College has published on our website details of the Careers Programme, the role of the Career Leader and the Provider Access Policy;
- ensuring the destinations of young people from the College are tracked and that this information is used to improve the effectiveness of the College's Careers Programme;
- quality assuring the Careers Programme for the College to ensure it continuously improves and that it delivers the kinds of impacts that are needed for young people;
- liaising with external partners, such as employers, learning providers and career guidance services, as well as ensuring that the various elements of the College's careers provision are coordinated and managed through a stable and embedded programme;
- working with the Quality and Standards Committee and members of SMT to ensure the Careers Programme is resourced to meet government guidelines;
- working with Marketing to support the development of alumni networks; and
- working with external agencies including the Careers and Enterprise Company and the local network of Enterprise Co-ordinators and Enterprise Advisers to support our Careers Programme.

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- Sharing information with the local authorities as needed to ensure they can carry out their statutory duties and to track and maintain contact with young people to help identify potential NEET students etc.
- Working with curriculum areas to support them in building careers education into their curriculum.

10.4 The Assistant Principal (Students) is responsible for:

- developing the Careers and Employability Strategy for the College, including activities which are planned, developed and delivered by professional, specialist Careers Advisers; and
- establishing sound information sharing agreements with local authorities and other providers where appropriate.

10.5 The Student Services Manager is responsible for:

- promoting the value of CEIAG; and
- working with curriculum staff and Careers Advisers to identify students 'at risk' including care leavers, looked after children, students with EHCPs in order to ensure a consistent and effective approach to careers provision for those students to meet their needs.

10.6 Specialist CEIAG staff are responsible for:

- providing training for the college on UCAS application procedures and other topics on request;
- linking with a curriculum area to plan, develop and deliver suitable careers education activities for learners;
- developing and providing workshops to support student CPD and Professional Development;
- ensuring that careers information resources, paper and internet based located in the careers areas, are maintained by named staff in the Careers team;

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- producing and maintaining accurate up to date resources;
- Ensuring the central IAG is well managed, imaginatively and adequately resourced to support learners/ potential learners;
- Ensuring the job vacancy service to raise learners' awareness of available vacancies is maintained and accessible to students;
- offering a differentiated approach for learners with SEND;
- ensuring that gender stereotyping is avoided in all career interventions and that they adhere to College principles of equality, diversity and inclusion;
- making effective use of LMI to support careers interventions , including use of LMI for ALL, and making those resources widely available to students, and parents / carers as appropriate;
- ensuring access to information on full range of learning and progression opportunities, including academic and technical options – meaningful encounters with a range of providers including other FE providers, universities, apprenticeship and training providers, and opportunities to meet staff and other learners at those institutions;
- ensure there is a consistent approach to keeping records of individual guidance given to learners; and
- maintaining their own CPD and be qualified at Level 6, either holding the Qualification in Career Development or Level 6 Diploma in Career Guidance and Development.

10.7 Curriculum staff contribute to CEIAG through their roles as tutors, and are responsible for:

- providing sufficient course information and advice to enable prospective learners to make suitable choices pre-entry;
- ensuring that they are aware of specialist services, maintaining effective working links and making referrals, on course and progression careers guidance when required;

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- ensuring that learners are aware of specialist services, tutorial and course-based support;
- ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their learners' needs;
- promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by learners;
- Linking lessons/activities to the appropriate outcomes in schemes of work;
- Using a range of methodologies to make CE effective;
- Linking subject content to development of career thinking; and
- Making connections between the development of transferrable skills across the curriculum and career development.

10.8 The Head of Student Services is responsible for:

- ensuring the tutorial programme for Progression and Development (PAD) Programme supports the Careers Team, curriculum staff (subject specialists) and Progressions and Development tutors in their career development work with students;
- ensuring a clear focus on development of enterprise and employability skills as well as experience and qualifications, including opportunities for developing entrepreneurial skills for self-employment.

10.9 Students should:

- be actively involved in and take ownership of their progression planning and career development;
attend punctually all planned PAD sessions and CEIAG activities;
- work co-operatively with staff and fellow learners, respecting the views of others and the principles of equality and diversity.

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11. PROCEDURES AND ACTIVITIES

Careers interventions

Initial College Contact	<ul style="list-style-type: none"> • Specialist support staff - Careers/Education Support/Finance/Marketing/Admissions • Course Enquiries • Website/prospectus • Electronic or paper application form • Open evenings/marketing activity/ outreach and schools liaison
Interview / Admission	<ul style="list-style-type: none"> • Request or referral to Careers Team/Course Team • Interview • Keep warm letter • Group Information Sessions • Aptitude Tests • Interview with tutor
Induction	<ul style="list-style-type: none"> • Course/departmental induction • Student Services induction • Freshers Fair
On Programme	<ul style="list-style-type: none"> • One to one access to specialist support staff • Referral to external/partner agencies • Appraisals with tutor Right Course Review • Embedded IAG within subject content • Groupwork delivered by specialist support • External visitors • Events e.g. Careers Fair
Exit	<ul style="list-style-type: none"> • Specialist advice • Exit appraisal

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11.1. Learners and potential learners who require an impartial and confidential careers guidance interview can self- refer or be referred by any member of staff at the college at any point in their learner journey.

11.2. Individual, confidential interviews with qualified and experienced advisers are available on request. All learners and applicants are offered an appointment or they can attend a drop-in session for shorter queries. At certain times of the year, extra facilities may be offered, such as UCAS sessions. Follow up appointments may also be offered where appropriate.

11.3. Up to date information and advice is offered on learning opportunities and career choices. All learners and prospective learners can also independently access careers resources, both online and in careers areas.

11.4. Learners are offered a clear written summary of guidance to help them know what their next steps are as agreed in the interview. They may be given other written information, or advised to obtain relevant information, as appropriate.

11.5. College staff receive information about the careers guidance service during their initial induction and can contact the team at any time for advice on referring learners. Publicity leaflets detailing the service, including opening hours are available.

11.6. Tutors and subject tutors can offer career information and advice during a one to one/group tutorial or as part of embedded subject delivery for instance employability.

11.7. Careers Advisers will work with Curriculum staff as part of the ‘Set for Success’ processes, particularly during the induction period and UCAS application stage in particular to identify those students in need of support

12. QUALITY ASSURANCE

12.1 The service has robust quality assurance systems and is evaluated by:

- use of the online Compass evaluation tool to ensure the Careers Programme meets the requirements of the Gatsby benchmarks;
- regular reviews of the delivery of CEIAG against the key principles;
- conducting regular internal reviews of the quality of CEIAG through observations, student surveys and other feedback mechanisms;
- maintenance of the Matrix standard;
- contributing to the college self-assessment processes.

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13. MONITORING AND EVALUATION OF THE CEIAG SERVICE

13.1. CEIAG staff will seek feedback from students and staff about the relevance of the CEIAG programme and materials used to improve the service for future students. This feedback will be reported to Assistant Principal (Students) to ensure delivery and identify development needs and areas for improvement.

13.2. The methods used to gain student feedback will include:

- student surveys;
- feedback form at end of workshops/talks/events;
- feedback card at end of drop-ins and booked appointments;

14. LINKS TO OTHER POLICIES, PROCEDURES, STRATEGIES AND DOCUMENTS

Data Protection Policy
Equality and Diversity Policy
FE Work Experience Policy

15. REVIEW AND MONITORING

The Assistant Principal (Students) will review the policy every two years following evaluation of the service and monitoring of students' destination information.

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