

Policy and Procedure Title	Careers Education, Information, Advice and Guidance Policy
Date Approved	January 2021
Approved by	
Date of Equality Impact Assessment	
Next Review Date	December 2021
Executive Lead	AP Learner Experience, Quality and Community Engagement
Applicable to:	Staff/Learners
Accessible to:	Staff/Learners

1. Scope and Purpose

The scope for the provision of careers education, relates to all learners studying on full time, part time, distance, apprenticeship and HE programmes at Loughborough College and any member of the community who is considering becoming a learner at Loughborough College or who is a former learner (alumnus) at Loughborough College. The purpose is to ensure that high quality, timely, accurate and impartial careers education, information, advice and guidance is provided to support young people and adults to make informed decisions and realistic choices about their future plans and to help them to develop skills with which to prepare for progression into further study or employment. The Careers and Enterprise Hub will further our offering to the wider community in developing a confident and highly skilled work force.

2. Policy Statement

Loughborough College sets its own Careers Education, Information, Advice and Guidance Policy in line with the mission, vision and values of Loughborough College. Careers education, information, advice and guidance will support Loughborough College's strategic objectives as appropriate including achievement, attainment, retention and progression. Loughborough College is striving towards achieving 95% of learners progressing on to a positive destination.

Loughborough College undertakes regular reviews of its curriculum provision to ensure that it meets the needs of learners and the local and national economy. This ensures that the courses equip learners with the qualifications, experience, skills, knowledge and behaviours that are needed in the workplace. A 'Step Into Apprenticeship' programme is available for learners who are looking to become an apprentice and full support is available from initial interest, through to application and completion.

The college will comply with the Career Development Institute's Code of Ethics to ensure that:

1. The service is accessible to all learners
2. Staff are accountable for their own actions
3. Learners are encouraged to be autonomous
4. Staff are competent to practice and function within the boundaries of their expertise
5. Appointments are confidential, apart from with informed consent or when required by law
6. Staff undertake continuous professional development
7. There is a duty of care to learners, colleagues, organisations and self
8. Equality is promoted to avoid prejudice, stereotyping and discrimination
9. Provision is impartial, based solely on the needs of the learners
10. Overall provision is transparent and open to scrutiny

11. Staff will honour their agreements and promises

3. Definitions

The college recognises that often words are abbreviated; below are a list of some useful definitions.

- ATA - Apprenticeship Training Agency
- CDI – Career Development Institute
- CEIAG – Career Education, Information, Advice and Guidance
- CPD – Continuous Professional Development
- DfE – Department for Education
- ESFA - Education and Skills Funding Agency
- HE – Higher Education
- HESA - The Higher Education Statistics Agency
- IAG – Information, Advice and Guidance
- ILP – Individual Learning Plan
- NCS – National Citizen Service
- OfS - The Office for Students
- QAA – Quality Assurance Agency

4. Legislation*

Loughborough College will provide careers, education, information, advice and guidance that meets:

- Careers Guidance. Guidance for Further Education Colleges and Sixth Form Colleges - DfE
- Good Careers Guidance - Benchmarks for Young People in Colleges – Gatsby
- The Education Inspection Framework - Ofsted
- Quality in Careers Standard - Quality in Careers Consortium
- Career Development Institute (CDI) Code of Ethics
- The Revised UK Quality Code for Higher Education – QAA and UKSCQA

5. Procedure

One to one career information, advice and guidance is provided by the Careers Officer on an individual basis through an open-door policy and booking by arrangement at Loughborough College. Learners can self-refer or be referred by a member of staff. Careers interviews are available to all potential, current and past (alumni) Loughborough College learners. All interviews are impartial and are documented by the Careers Officer on the online individual learning plan (ILP). Support is also available via phone or email.

Tutorial teaching and work/industry placements and supported internships are agreed at course level through discussion with the curriculum manager/course tutor. Delivery is planned to ensure that it is responsive to meet the needs of learners, supports course objectives, is in line with current legislation and guidance and meets Loughborough College's strategic objectives including retention, achievement, attainment and

progression. Careers and Employability staff attend open days to advise potential learners and their support is highlighted at exit interviews for learners who leave the college.

In addition to tutorials throughout the academic year, each learner has one to one meetings with their tutor to discuss issues including their progression. Learners' intended destinations are recorded and referrals are made to the Careers Officer for those who require support with their next steps. At the start of the next academic year, learners' actual destinations are collected and recorded to inform the continued development and shaping of curriculum delivery and to facilitate utilising alumni to inspire the next cohort.

6. Key partners

The Careers and Employability Manager, Employability Coordinators and Work Placement Administrator work in conjunction with the Leicestershire Education Business Company to undertake health and safety checks on work and industry placements and supported internships and work with local business to provide these for learners. The Employability Coordinators work with the Department for Work and Pensions to provide Job Coach funding and bespoke employability sessions. The Careers Officer works with universities and UCAS to provide HE information, advice and guidance, the Leicester and Leicestershire Enterprise Partnership to provide labour market information and other local providers for student referrals. The college engages with employers through Advisory Boards to shape future curriculum provision.

7. College Services

Led by the Careers and Employability Manager, the Careers and Employability Team comprises of the following staff roles:

Role	Key Function (not exhaustive)
Careers and Employability Manager	Oversees provision of careers and employability for the college. Manages the Careers and Employability team for FE and HE, as well as the Careers and Enterprise Hub. Arranges work and industry placements for FE and HE learners, co-ordinates involvement in activities including Young Enterprise and work on projects including STEM, T Levels and NCS.
Careers Officer	Provides careers information, advice and guidance on a one to one and tutorial basis to support learners with their future progression. The Careers Officer creates and provides tutorials on areas including: university student finance, social media, CVs and cover letters, applications, communication, interviews, presentations and creating your own company. Universities are invited into college to meet with learners and to teach tutorials. Trips are arranged, for example to UCAS Higher Education exhibitions.
Employability Coordinators	Are linked to specific curriculum areas to arrange work and industry placements and supported internships and to deliver the college employability skills programme in tutorials. Placements are arranged to enable learners to gain an understanding of the workplace, build confidence, improve their transferable skills, relate their studies to the workplace, develop practical skills, explore potential careers and improve their employability. They actively work with employers to increase the number involved and to bridge the gap between education and employment. They create and provide

	tutorials on work and industry placements and supported internships, CVs, job searching, interviews, professionalism and careers and progression.
Work Placement Administrator	Arranges work placements for learners studying Childcare and Health and Social Care and enters information onto the computer system on work and industry placements and supported internships, plus employment opportunities.

Careers and employability support is a whole college activity and is also given by staff including the: Apprenticeship team, Student Recruitment team, Library team, Tutors, Lecturers, Wellbeing Mentors, Programme Area Leads and Academic Coaches. The Senior MIS Manager collects data on our leavers and support is offered by the Careers Officer as part of the Raising the Participation Age agenda. The Head of Quality, Teaching, Learning and Assessment and cross college English and maths works to ensure that the college maintains the Matrix standard, which is a framework for organisations to assess and measure their information, advice and guidance services to support individuals in their choice of career, learning, work and life goals.

8. Offsite Delivery

Careers information, advice and guidance is available via phone and email, as well as at Loughborough College on a drop-in and appointment basis.

9. Location and Access to the Policy and Procedure

SharePoint

10. Persons Responsible for the Policy and Procedure

AP Learner Experience, Quality and Community Engagement

11. Linked Policies and Procedures

College Values

Data Protection Policy

Learning Support Policy

Safeguarding Policy

Change log Date	Version number	Details of change	Review / Revision by

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749151/Careers_guidance-Guide_for_colleges.pdf

<https://www.gatsby.org.uk/uploads/education/final-0099-gcg-college-booklet-a5-4pp-rgb-aw1.pdf>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801429/Education_inspection_framework.pdf

<https://www.qualityincareers.org.uk/what-is-the-quality-in-careers-standard/>

https://www.thecdi.net/write/Documents/Code_of_Ethics_update_2018-web.pdf

<https://www.qaa.ac.uk/quality-code>