

**COLCHESTER INSTITUTE**

**CAREERS EDUCATION, INFORMATION ADVICE AND  
GUIDANCE POLICY**

**Academic Year 2011/12**

**1. POLICY STATEMENT**

- 1.1 The College will provide a professional Careers Education, Information Advice and Guidance Service to all registered and prospective students of all ages, abilities and educational backgrounds. This service complies with the Equality and Diversity Policy.
- 1.2 The College will provide Careers Education, Information Advice and Guidance (CEIAG) that is student centred and impartial.
- 1.3 All CEIAG will be directed to the specific needs of the student and will be based on the principles of:-
- Development of self-awareness and career decision making skills
  - Opportunity awareness and career exploration
  - Career management
- 1.4 The College will support all key elements of a student's entitlement to CEIAG:-
- Maintain a co-ordinated programme of careers education which ensures individual progression
  - Provide all students with access to individual guidance

- Provide all students with access to accurate and comprehensive careers information and resources
  - Provide all students with access to job opportunities and the application process
  - Provide all students with access to accurate information on continuing their studies and education to all levels and the application process
- 1.5 The policy is reviewed regularly from those staff involved in CEIAG.

## **2. AIMS OF CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE**

- 2.1 To help students develop their skills and confidence in order to make realistic and informed decisions about their future plans and aspirations
- 2.2 To help students manage the transition from either further education to higher education, training or employment, and higher education to postgraduate education, training or employment. This will include assisting students to:-
- understand themselves and develop their capabilities
  - research careers and opportunities
  - implement their career plans
- 2.3 To help students understand the changing nature of the world of work and careers.
- 2.4 To appreciate the need for lifelong learning

## **3. OBJECTIVES OF CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE**

- 3.1 For students to be able to obtain access to, use and evaluate a variety of sources of information concerning occupations, further and higher education, training and employment opportunities. This will include assisting students to:-

- 3.2 Research the knowledge and skills which people need for the World of Work
- 3.3 Know and understand the full range of options available at points of transition
- 3.4 Be able to clarify and discuss their values, attitudes and preferences in relation to the options available
- 3.5 Be able to assess their abilities, personal qualities and skills and to further develop these skills and capabilities
- 3.6 Know and understand the process of, and time scales for choosing and the application of courses of further and higher education, training or employment
- 3.7 Know and understand the sources of financial support available
- 3.8 Be able to present themselves well through written applications and at selection interviews

#### **4.CAREERS INFORMATION**

- 4.1 To provide all students with accurate and up-to-date information, including software relating to Careers, Higher Education, Further Education, Employment, Gap Year, Work Experience and other career related information.
- 4.2 To provide open and continuous access to students, staff and parents during the college day and at all College Open Events, Inductions and Enrolment
- 4.3 To clearly display all information and software
- 4.4 To advise students how to use the main sources of information appropriate to their needs
- 4.5 To respond to requests for information

- 4.6 To provide relevant contact details for information that is not available within the Careers Guidance Centre

## **5. CAREERS GUIDANCE**

- 5.1 To encourage students to look at all the options open to them and to consider the wider and longer-term implications
- 5.2 To help students clarify their thoughts, attitudes and expectations as well as their anxieties and doubts
- 5.3 To help students to broaden their horizons and reach their full potential while helping them to be ambitious and realistic about their plans and choices
- 5.4 To discuss and agree a plan of action
- 5.5 To support students in their decisions and applications

## **6. RESOURCES**

- 6.1 Careers Education, Information Advice and Guidance is delivered and assessed by appropriately experienced and qualified staff
- 6.2 There is an effective system for identifying and meeting the professional developmental needs of all staff in relation to Careers Education, Information Advice and Guidance
- 6.3 There are effective and up-to-date facilities and resources for Careers Education, Information Advice and Guidance
- 6.4 Full use is made of the official external agencies as a resource
- 6.5 Effective use is made of all networks, organisations and individuals both inside and outside the College

## **7. MANAGEMENT**

Careers Education, Information Advice and Guidance in the College is supported by:

- 7.1 A written Policy as a working document
- 7.2 Partnership working in the College
- 7.3 Effective communication systems
- 7.4 A clear line management structure with a Senior Manager taking strategic responsibility for Careers Education, Information Advice and Guidance
- 7.5 A named person responsible for co-ordinating Careers Education, Information Advice and Guidance across the College
- 7.6 Defined roles and responsibilities for College staff
- 7.7 Appropriate guidance and support for staff
- 7.8 Good working relationships with academics, academic departments and other support services

## **8.QUALITY**

- 8.1 Careers Education, Information Advice and Guidance in the College is reviewed regularly
- 8.2 Quality Assurance procedures incorporate Careers Education, Information Advice and Guidance
- 8.3 The College holds the Matrix Quality Standard for Information, Advice and Guidance and the ROQA (Recognition of Quality Award) for Careers Education, Information, Advice and Guidance

Monitoring arrangements for Careers Education, Information Advice and Guidance include:-

- Participation in Careers Sessions
- The Observation of Careers Guidance Interviews and Drop-in Sessions
- The views of participants, tutors and contributors
- The relevance, value and appropriateness of the content and nature of Careers Education activities

The outcome of Quality Assurance arrangements are used:

- To inform strategic development and operational plans
- To maintain up to date and relevant Quality Standards for Careers Education, Information Advice and Guidance

## **9. CAREERS GUIDANCE CENTRE**

- The Careers Guidance Centre is open and staffed throughout the College day from 8.30am to 5.00pm from Monday to Thursday and 8.30am – 4.30 pm on Friday during term time, and also during the vacation periods subject to the availability of staff.
- An extensive range of up-to-date information is available on:- Careers; Further Education; Higher Education; Employment; Training; Gap Year and Time Out; Voluntary Work; Work Placements; Part-time/Full-time, and Vacation Opportunities
- Careers Software Programmes are appropriate, up-to-date and easily accessible
- Access to Computers, Printer and paper for printing. Reference copies of relevant careers and further study information

## **10. CAREERS GUIDANCE**

- Careers guidance interviews are available to all registered and prospective students. Appointments are made in the Careers Guidance Centre where working diaries are kept for the College Guidance Advisers. Interview times are available throughout the College working day and are undertaken by appropriately qualified and experienced College staff. During the careers guidance interview, plans of action are discussed and agreed. These are recorded when appropriate.

Interview opportunities:

- Self-referral
- Referral by Personal Tutor, Academic Staff, Learning Support, Student Achievement Adviser
- Follow-up interviews
- Pre-entry applicants
- Interview times are during the College day

## **11. DROP-IN SESSIONS**

- Appropriately qualified and experienced staff are in the main available throughout the College day for students to drop-in for information and advice only. If it is felt that a student requires a full guidance interview, an appointment is recommended.

## **12. NETWORKING AND LIAISON**

- Networking and liaison with Employers, Training Providers, Higher Education Admissions Tutors, Advisers and Organisations representing Careers, Gap Year and Time Out activities is fundamental to an effective Careers Education, Information Advice and Guidance Service.

- The College Careers Advisers maintain an effective networking system with these contacts within the local area and community, in order to provide a comprehensive Careers Education, Information Advice and Guidance Service.
- The College Careers Advisers attend regular meetings with various official network groups and organisations, such as:
- ACER (Association of Colleges in the Eastern Region)
- Essex Colleges' Careers and Education Network Group
- University of Essex H.E. Forum
- AGCAS (Association of Graduate Careers Advisory Services)
- HECSU (Higher Education Central Services Unit)
- Colchester Area Planning Group for CEIAG Support for Local Schools and Colleges
- Colchester Chambers of Commerce

### **13. ANNUAL INFORMATION DAY**

- The College co-ordinates an Annual Information Day for Careers Staff from Local Support Groups/Agencies, and Careers Co-ordinators/staff from local Schools in the independent and state sectors.
- The aim of the day is to provide an overview within which Colchester Institute operates and to outline any changes and future plans for the college.
- The day provides an update on the College Policies and Procedures, and provides the opportunity for careers staff to liaise and network/share good practice.

#### **14. QUALITY – Monitoring, Evaluation and Review**

- Continuous Quality Improvement is ensured through monitoring, evaluation and action. Effectiveness is crucial to the work of the Careers Guidance Centre. Every effort is made to keep staff, resources and the accommodation in line to meet the changing needs of all students.
- Regular feedback (through questionnaires, correspondence and verbal comments)
- Monitoring and evaluation
- Meeting the Aims and Objectives of Careers Education, Information Advice and Guidance
- Expanding and developing the Careers Education Programme to meet the changing needs of our students/World of Work
- Regular Termly Planning and Review Meetings
- Development of an effective Careers Education, Information Advice and Guidance Service
- Working with other partners where and when appropriate
- Official Networking
- Annual Information Events
- Open Events

The Careers Guidance Centre has been recognised as a strength for the College by:

- The Matrix Quality Standard for Information, Advice and Guidance Services

- ROQA (Recognition of Quality Award for Careers Education and Guidance)
- Ofsted
- ALI

## **15. STAFF DEVELOPMENT**

- Careers Education and Guidance is constantly changing to meet the needs of students and their transition to the World of Work or Further Study. There is a clear need for continuous training and updating of skills and resources to meet these changing needs. The College approach to staff development is therefore to concentrate on this aspect to ensure staff and students are in receipt of accurate and up-to-date information, advice and guidance
- Staff Development Programmes are organised to meet the long and short-term needs of both the individual, and the College in response to local and national initiatives
- Individual staff development and training needs are identified through formal procedures, Continuing Professional Development (CPD), Performance and Development Review (PDR) and Department Self-Assessment Review (SAR)
- Systems are established for notifying staff of training opportunities
- **DH. 8/11.**