**BSix CEIAG Policy**

**2018-19**

1. **Scope and Purpose**

The Careers, Education, Information, Advice and Guidance (CEIAG) policy applies to all students. Students have access to tools and opportunities to build on their individual resilience to enable them to be confidant in their future career planning.

For this policy the definition and scope of CEIAG is informed by the following national bodies and related publications:

**Matrix Quality Standard:** “is the unique quality framework for organisations to assess and measure their information, advice and/or guidance services, which ultimately supports individuals in their choice of career, learning, work and life goals”.

**Ofsted Common Inspection Framework:** state that students should benefit from “choices about the next stage of their education, employment, self-employment or training, where relevant, from impartial careers advice and guidance”.

**Good Careers Guidance – Gatsby report**: states “good career guidance is critical if young people are to raise aspirations and capitalise on the opportunities available to them”. This policy is aligned to the **eight benchmarks** identified for providing good career guidance within the report.

1. **Commitment**

BSix College is committed to providing high quality CEIAG which is accessible to all students and assists them to plan and manage their personal progression and career planning.

Governors and staff are committed to:

* Providing a planned programme of activities to which all students are entitled and will have access
* Ensuring that, wherever possible, students’ progress to an opportunity in further education, higher education, training or employment
* Involving young people and their parents/carers in programme activities and further developments
* Achieving and reviewing the Prospects Quality in Careers Award

1. **Aims and Objectives**

BSix College will ensure that by delivering high quality professional CEIAG, students develop personal and social employability skills to enhance employability and are supported in their career management.

BSix College will ensure that all students have:

* Access to professional and impartial 1:1 careers guidance
* Access to a Careers Education programme that makes students better informed of progression, career and employment routes
* Opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
* Access to information about work, employment and apprenticeship opportunities
* Support with evaluating information and developing analytical skills
* Support and guidance with training, further and higher education routes

1. **Delivery methods**

All students at all levels will have access to a comprehensive and impartial programme of careers and work-related learning activities. This will include formal delivery of dedicated CEIAG topics within tutorials, within lessons, external visits, internal presentations and cross-college events.

All CEIAG sessions, events and external partnership services will be published in a comprehensive careers plan.

The methods by which the CEIAG team, Heads of Departments, Senior Tutors and Personal Tutors will accomplish these goals are:

* Providing a range of opportunities that enhance the curriculum (live briefs, visits and trips, guest speakers)
* Promoting awareness of the world of work through employer engagement (advisory boards)
* Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (Inspire! Careers Carousel, UBS Bank visits, Employer Speed Dating, Choices in the City Programme)
* Providing an Apprenticeship programme for those not pursuing progression to HE
* Providing mentoring and support for higher level apprenticeship programmes (KPMG)
* Developing students’ personal and social skills to relate to the world of work (Skills to Success Academy)
* Providing vocational students, and where appropriate, A-Level students 35 hours of relevant work placement
* Enabling students to make considered decisions in regard to future choices (1:1 Careers Interview)
* Providing students with a comprehensive UCAS programme
* Providing a tailored mentoring and support programme for those wishing to pursue medicine/Oxbridge
* Providing informed and impartial guidance (open evenings and students interviews)
* Maintaining, developing and evaluating effective links with key partners including Inspire! and Prospects
* Ensuring schemes of work, assignment briefs and project briefs should recognise the importance of Careers Education and outline opportunities for students to develop their employability skills
* Ensuring departments display subject links to occupations and progressions

1. **Accountability**

The Vice Principal Student Services is responsible for ensuring this policy is adopted and kept current.

1. **Gatsby Benchmarks**

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| **Benchmark** | **Description** |
| 1. A stable careers programme | Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers. |
| 2. Learning from career and labour market information | Every pupil, and their parents, 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. |
| 3. Addressing the needs of each pupil | Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school’s careers programme should embed equality and diversity considerations throughout. |
| 4. Linking curriculum learning to careers | All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths. |
| 5. Encounters with employers and employees | Every pupil 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. |
| 6. Experiences of workplaces | Every pupil 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. |
| 7. Encounters with further and higher education | All pupils 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. |
| 8. Personal guidance | Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs. |