

# Careers Education Information, Advice and Guidance Plan 2018-2021

The C&M College Network  
where people flourish, and achieve  
extraordinary things

## Process

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	Full document	Gatsby Career Benchmarks	16/04/2018
Commitment Statement	Approval	Approved by Acting Principal	19/09/2019
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## Introduction

The Cheadle and Marple College Network and Corporation recognises that it has a responsibility to ensure all students are provided with independent, impartial careers information, advice and guidance.

A student's career reflects the progress they make in learning and work. It is part of the vision and mission of The C&M College Network that all students require a planned programme of activities to assist progression decisions that meet their needs and to enable students to manage their careers sustain employment and achieve personal and economic wellbeing throughout their lives.

Informed by our mission statement, values and strategic priorities we aim to:

- Ensure that our students make excellent progress and progress with confidence to higher education or employment

The C&M College Network endeavours to provide outstanding levels of guidance and support inside and outside the classroom, following best practice guidance from the Department of Education, Ofsted, professional bodies and published research. The quality of the IAG provision has been recognised through accreditation of the **matrix** Standard for both internal and external information, advice and guidance.

The C&M College Network aims to ensure careers education information advice and guidance:

- Is presented in an impartial manner
- Includes information relating to a range of progression pathways
- Is provided in the best interest of the student

### **Compliance: Legal, Statutory and Internal Regulations:**

- Education Act 2011
- Equality Act 2010
- Careers Guidance & Access for Education and Training Providers 2018
- Matrix IAG Standards
- Equality Policy & Procedures
- Careers Strategy – Making the most of everyone's talents 2017

### **Scope:**

The Careers Education Information, Advice and Guidance Plan (CEIAG Plan) applies to all students

Specific accountabilities of parties are:

- The Assistant Principal holds ultimate accountability to ensure CEIAG support and accurate up to date information is available to all students
- The Head of Schools Liaison, Careers Team and Employer Engagement Team have responsibility for the delivery of the support and service
- All colleagues have a duty to ensure students are encouraged and signposted to the specialist support and the provision of impartial IAG to students, parents / carers (if applicable)
- The Quality Manager liaises with the appropriate teams to ensure standards of delivery meet the **matrix** IAG standards for accreditation

## Commitment Statement

The Cheadle and Marple College Network is committed to meeting the Gatsby Career Benchmarks Standards of Excellence; ensuring that careers education information advice and guidance is designed and delivered to meet the needs of students.

Students are entitled to impartial and confidential CEIAG which is person centred, meets professional standards of practice and is delivered by specialist personnel.

Activities are integrated into the curriculum and based on a partnership with students and parents / carers (if applicable) and employers. Activities are differentiated and personalised to ensure progression in student career learning development and to ensure student motivation, aspirations and attainment are strengthened. CEIAG aims to challenge stereotyping and promote equality and diversity.

Activities include but are not limited to; one to one careers guidance interviews with a Registered Careers Development Professional, careers education workshops, research activities, on line (Learning Hub) resources, work placement, employer visits, specific development masterclasses in CV writing, interview and presentation skills, employer career journey talks, HE and Employment Fairs.

The Assistant Principal is accountable for CEIAG provision, ensuring the Careers and Guidance Leader manages a careers education programme and an Employer Engagement Plan integrated into study programmes is implemented by the Employer Engagement Team in consultation with Heads of Faculty.

Funding for CEIAG will be allocated annually. The Careers and Guidance Leader and Employer Engagement Manager are responsible for ensuring effective deployment of resources.

Advice and guidance will be delivered by individuals with the appropriate skills to do so.

The Careers and Guidance Leader and Careers Advisor have undertaken suitable training and professional development to ensure that they are able to manage their role and responsibilities. The Careers and Guidance Leader and Careers Advisor will attend relevant CEIAG training opportunities and network meetings to update knowledge and skills and disseminate information relating to CEIAG to colleagues.

The C&M College Network is committed to continual professional development, including that related to CEIAG for all colleagues and recognises the benefits of such training and awareness raising to the CEIAG programme.

The C&M College Network monitors and evaluates provision via student destinations, employee, employer, parent/carer and student feedback and external accreditation standards such as the matrix Standard. CEIAG provision is reviewed annually and a report submitted to Principalship, as part of the self-assessment and continual quality review cycle.

**Signed:**

**Title:**

**Date:**



Principal

08/07/2020

## Careers Education: Information, Advice and Guidance Plan 2018-2021

The Careers Education and Information Advice and Guidance Plan 2018 – 2021 was devised using as a basis a joint Department for Education Careers Strategy: Making the most of everyone's skills and talents 2017 and Careers Guidance & Access for Education and Training Providers 2018.

These documents clarify the expectations of colleges in relation to the changing landscape for CEIAG, not least the provision of independent progression advice, an increased emphasis on employer engagement, and the role of institutions to 'inspire' students.

The introduction of the Gatsby Career Benchmarks Standards of Excellence define excellence in careers provision and provide world- class standards to aspire to.

An internal audit was undertaken in order to determine how The C&M College Network meets the requirements set out in the Department of Education documents. The outcome resulted in a CEIAG Development Plan, actions of which have recently been reviewed. In summary, there is an acceptance that the following are strengths in the provision:

- Advice and guidance in preparation for applications to university, integrated with the tutorial system.
- Careers advice related to HE applications
- A strong knowledge base relating to HE, including the Careers Officer, but also teaching colleagues who have a wealth of experience
- High profile, whole College events such as the Progression Day and Employment Day provide opportunities for students to access all potential pathways
- Employer Engagement is good with a variety of type of employer engagement interventions
- Work placement is well established and extensive, providing individually secured opportunities to meet student needs
- The availability of one to one advice
- The recording of IAG and Employer Engagement on ILPs and ProMonitor

The matrix Standard was reaccredited in 2019. Identified strengths included:

- Exceptional leadership and management
- Strong commitment from employees and a team ethos across The C&M College Network
- Good use of technology to support IAG – library, VLE, ProMonitor and students like the use of technology
- Comprehensive and highly effective range of student support “part of everyone's job”
- Students and parents appreciate the level of effective support provided
- House system creates a community and together with Peer Mentors identifies and addresses issues early
- Employees understand the mission and vision of the College and their contribution
- Employer engagement is highly effective with a large range of sectors / opportunities available for students to engagement in
- Employers are very enthusiastic about being engaged with the College and appreciate the good / responsive customer relations
- High levels of integration of quality review – all colleagues are involved in the QA processes and understand their contribution to the bigger picture

**The CIAG Development Plan 2018-2021 has as a basis the Gatsby Career Benchmarks Standards of Excellence:**

**A stable careers programme:**

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

**Learning from career and labour market information:**

Every student, 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.

**Addressing the needs of each student:**

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

**Linking curriculum learning to careers:**

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

**Encounters with employers and employees:**

Every student 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.

**Experiences of workplaces:**

Every student 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.

**Encounters with further and higher education:**

All students 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.

**Personal guidance:**

Every student should have opportunities for guidance interviews with a career 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.