



Careers Education, Information, Advice and Guidance Policy

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Linked policies:	Student Complaints Policy Teaching Learning and Assessment Policy Admissions Policy Student Guidance and Support Policy Disability Policy

External Reference	<p>The Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).</p> <p>UK Quality Code UKSCQA/02 [March 2018]</p> <p>Theme 10: Work-based learning</p> <p><i>Work-based learning courses and opportunities are designed and developed in partnership with employers, students and other stakeholders (where appropriate) and contain learning outcomes that are relevant to work objectives.</i></p> <p>Children and Families Act 2014</p>
Audience:	Staff, Students and Website (General Public)

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1. Introduction

Oxford Business College is dedicated to ensuring students acquire the skills, knowledge, and traits necessary for managing their learning and career progression. Careers Education, Information, Advice and Guidance (CEIAG) supports students transitioning from College to higher-level studies or employment. The College recognises the importance of informing students about their options upon completing their studies. This policy outlines the College's aim to inspire students to pursue further education, training, or employment.

Access to knowledge, skills, and resources for informed decision-making is crucial for students. Acquiring technical skills is essential for employability potential. The College is committed to providing an impartial programme of CEIAG in line with the Careers guidance for further education colleges and sixth form colleges (DfE, Oct 2018).

2. Purpose

The purpose of this policy is to lay out the College's approach to developing students' understanding of careers and progression routes, through their studies and the wider provision of activities and events at the College. The policy sets out the role the College plays in supporting student progress in higher education and the labour market, in order to increase the opportunities available to students for social and economic mobility through employment.

3. Aims and Objectives

The aim of this policy is to ensure that the College is able to deliver a programme of high quality, student-centred and impartial information, advice and guidance on their careers and/or educational development whilst attending a course of study at the College as well as after they leave. The intention is that all students develop a career pathway plan, with employment targets as well as progression onto relevant courses where they can gain the qualifications and skills they need. Student career pathway plans can be integrated into their professional development plans in order to help them to plan, monitor and review the achievement of goals. Student may choose many pathways from employment, self-employment, apprenticeships, technical qualifications and higher education.

The following objectives aim to ensure that students develop the professional, personal and academic knowledge and skills they need to maximise their employment opportunities.

- Working in partnership with employers, other agencies and organisations, to ensure that students develop a broad understanding of the range of progression pathways and career options available to them and are able to make informed choice for the short, medium and long term steps they need to take in order to meet their personal and professional goals.
- Providing students with fair access and equality of opportunity throughout the delivery of careers education, advice and guidance; ensuring that students understand the challenges they may face in the workplace such as prejudice, discrimination, stereotyping and a lack of equal opportunities.
- Working to achieve the Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG) in schools, colleges and work-based learning. This qualification is fully aligned with the Gatsby benchmarks and complies with the Department for Education's statutory guidance. will ensure the College is best equipped to provide an effective programme of careers education, enterprise and employability, including the facilitation of work-related learning opportunities.

4. The Quality in Careers Standards

The College will follow pre-entry guidance throughout the Quality in Careers Standard application process. Within the study programme and via wider extra-curricular activities and support services the College will work towards implementing the eight sections of the Quality in Careers Standard:

- Establishing a careers programme.
- Learning from career and labour market information (CLMI).
- Addressing the needs of each student.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.
- Personal guidance.

The College aims to meet the above eight sections of the standard through implementation of a range of measures as follows:

- Access to quality-assured careers providers and professionally qualified career development professionals to provide face-to-face guidance.
- The embedding of career education and guidance within study programmes.
- All students have access to good quality and well-informed, impartial advice and guidance about up to date career and labour market information.
- Advice and guidance are tailored to the needs of individual students, with issues of equality and diversity a key focus.
- Advisers consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.
- Ensure that curriculum learning is linked to the development of employability skills and promotion of careers.
- Provision of opportunities to meet employers and learn about what employers want and the development of employment skills.
- Development of strong links with employers who can contribute to students' education by raising their awareness and giving insights about the range of careers open to them.
- Provide where possible first-hand experience of relevant work experience that will support career progression.
- Provide encounters with further and higher education opportunities, including apprenticeships.
- Development of skills in handling applications and interviews.
- Provision of opportunities for face-to-face independent, impartial careers advice and guidance at key decision points within the college experience, for example in relation to progression and employment.
- Ensure that all students understand the range of career routes open to them, including technical courses, and how to access information necessary to facilitate informed choices.
- Ensure that all college leavers have a planned progression route.
- Ensure that employability skills form part of course delivery and there are opportunities to supplement these with visits, work experience, employer interaction, whether in the College or externally as appropriate and to supplement delivery of the course aims and objectives.

5. Delivery Commitments

The College will provide students with high quality guidance to enable them to select the appropriate course for their needs when they first enroll at the College and when they progress to the next level of study at the College or elsewhere.

The College treats every student as an individual and is committed to the provision of independent careers education, information advice and guidance that meets the individual needs of a diverse range of students.

Students will have access to a comprehensive range of current and accurate careers information, whether paper based, electronic, via social media, personal guidance, or in the form of materials suitable to their level of need.

The College will ensure that employability competencies are integrated into courses content and delivery to ensure that students are well prepared for the world of work and the challenges that await them whatever options they pursue.

All students at the College can expect:

- Access to well-informed, impartial careers advice, guidance, and personal support, which is confidential, up-to-date and in accordance with the policies that operate within the College.
- Access to careers websites and on-line resources that will assist career planning, job searches and provide access to labour market information.
- Access to one-on-one interviews which can be booked through the Student Support and Welfare Team.
- Delivery within courses through relevant modules on employability skills, career routes and information on progression.
- Access to opportunities to develop personal and social skills, via course delivery, Student Support and Welfare or as part of a cross college programme of tutorials.
- Individual tutorial support, using their ILP or PDP, to develop self-awareness in relation to learning and employability.
- Support in determining their future through management of their own progress and achievement e.g. through CV writing, personal statements for UCAS applications, developing interview skills.
- To make and develop career plans which decide on the next step in their career development using action planning, reviewing and setting smart targets.
- Access to careers, employability and enterprise events, workshops and seminars on employability with the expectation that they will use these for self-improvement

- The opportunity to explore career pathways and development opportunities through external speakers, employers, careers software, careers fairs and Local Enterprise Advisers. This may involve mentoring by staff and other HE students, previous students in employment or employers.
- Opportunities to investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities through their curriculum delivery and experiences with employers and other relevant organisations.
- Opportunities to understand business and industry through work experience, external workshops such as Barclays Life Skills, and wider tutorial programmes.
- To develop key skills including teamwork, problem solving, independent enquiry, resilience, managing their own career development through their studies and relevant work experience.
- To investigate work and working life and to develop skills through experience.
- To develop an understanding of safe working practices and environments through relevant curriculum delivery, work experience, employer encounters and development of critical thinking in lessons and tutorials.

The College recognises that a number of students may not wish to enter higher education, but instead have aspirations to start up their own business. The Registry team will co-ordinate a number of group workshops and coaching sessions to help develop the core skills necessary to take a business from concept to fruition.

6. Students with Learning Difficulties and/or Disabilities

The College recognises its responsibilities, under the Children and Families Act 2014 in working to improve the outcomes and life chances for young people aged 16 – 25 with Special Education Needs and Disabilities. Currently the College does not enroll students under the age of 18, but young people between the ages of 18 to 25 still fall under the Children and Families Act. Students with learning difficulties and/or disabilities may have additional needs in relation to career development and employability. These students can expect:

- In foundation or degree programmes to have a curriculum tailored to preparation for work and investigating career opportunities for all people including those with learning difficulties and disabilities and who are between the ages of 18 and 25.
- To work with a class tutor to plan a meaningful work experience. The tutor will work with them at the end of the academic year running job clubs and helping people to find paid employment.
- To have an allocated personal tutor if they have an Education, Health and Care Plan (EHCP). The personal tutor will help students to work on long term planning. This personal tutor will liaise with the

College Welfare Officer and College Counsellor if needed, to ensure the appropriate advice is delivered at an appropriate level.

7. Careers Information

The College aims to provide access to a wide range of reliable, up-to-date careers information in hard and electronic formats. This information will cover the following:

- The career choice process
- Occupations
- Further study and funding
- Employers in the public, private and voluntary sectors in the UK and abroad
- Self-employment
- Job search and vacancies
- Self-presentation via CVs, applications and interviews
- Psychometric tests and other selection procedures
- Graduate destinations

8. Staff Responsibilities

Staff requirements at the College are designed to support students in their career development and employability. This includes providing impartial and confidential careers advice, guidance, and personal support, as well as access to relevant resources, one-on-one interviews, and employability-focused course modules. Staff should facilitate opportunities for students to develop personal, social, and key skills through various college programs and tutorials. Additionally, staff are expected to support students in managing their progress and achievement, such as CV writing, interview skills, and action planning. Staff should also enable access to career events, workshops, and seminars, and provide opportunities to explore career pathways through external speakers, employers, and other resources. Finally, staff should help students develop an understanding of safe working practices and environments through curriculum delivery, work experience, and critical thinking exercises.