

# Careers Education, Information, Advice and Guidance Policy

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<b>Linked policies and documents:</b>	<p>Student Concerns and Student Complaints Policy</p> <p>Learning Teaching &amp; Assessment Policy</p> <p>Admissions Policy and Procedure (Home Students)</p> <p>Student Guidance and Support Policy</p> <p>Disability Policy</p> <p>The Student Support and Welfare Policy</p>
<b>External Reference</b>	<p>Careers Strategy: Making the most of everyone's skills and talents (DfE 2017)</p> <ul style="list-style-type: none"> <li>• Careers Guidance and access for education and training providers (Statutory Guidance January 2018)</li> <li>• Careers Guidance – guidance for further education and sixth form colleges (February 2018)</li> <li>• Quality Careers Standard</li> <li>• Matrix quality standard for Information, Advice and Guidance (IAG)</li> </ul>
<b>Audience:</b>	Staff, Students and Website (General Public)

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# 1. Introduction

Oxford Business College (OBC) is dedicated to delivering high-quality Careers Education, Information, Advice, and Guidance (CEIAG) to all its students. Our aim is to equip students with the skills and knowledge necessary to secure employment, training, and education that meet their individual needs and help them reach their full potential. We are committed to preparing students for the responsibilities of higher education and employment, ensuring they progress successfully. This policy outlines the principles of providing independent and impartial guidance. Such impartial guidance is readily available and provided to current students, prospective students and alumni.

**OxBIIC:** The Oxford Business Incubation & Innovation Centre (OxBIIC) is dedicated to supporting entrepreneurship and innovation. We help entrepreneurs grow their businesses through a variety of services, including structured mentorship programs, regular networking events, and expert-led webinars. We also provide culturally relevant support to ensure our diverse community feels included. Our 10-week Entrepreneurship Programme and skill development workshops give participants the tools and knowledge they need to succeed. These efforts are part of our mission to help entrepreneurs turn their innovative ideas into successful, sustainable ventures.

**Matrix Quality Standard:** “This 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”

## 2. Policy statement

2.1 Oxford Business College Aims To:

- 2.1.1 Enable students to plan and manage their own futures.
- 2.1.2 Address the individual needs of each student.
- 2.1.3 Offer high-quality, comprehensive, and impartial information and advice.
- 2.1.4 Raise aspirations and challenge expectations.
- 2.1.5 Promote equal opportunity and confront stereotypes.
- 2.1.6 Support all students in their progression and track their progress and destinations.
- 2.1.7 Enhance and support the continuous improvement of the overall student experience.
- 2.1.8 Provide tailored advice and guidance for all students, considering their diverse needs.
- 2.1.9 Deliver programmes that are career focused and aligned to the needs of the business industry and the community.
- 2.1.10 Deliver tailored advice and guidance for all the students that we support; current students, prospective students and alumni.

## 3. Provision

Programmes offered in partnership with universities are career-focused and tailored to meet industry needs, integrating careers education within the teaching process. CEIAG services are designed to support both current students and those considering enrolment. At OBC, we ensure that our programmes are directly linked to career pathways, equipping students with the skills they need to make informed choices regarding their careers and employment.

We personalise our CEIAG to help each student progress, offering activities that match their current stage of career development, learning, and planning. Every student is entitled to professional, impartial, and confidential guidance that meets high standards of practice and is focused on their individual needs.

OxBIC at OBC provides expert career information, helping entrepreneurs grow their businesses through a variety of services, including structured mentorship programs, regular networking events, and expert-led webinars. Our goal is to help students navigate their educational journey and achieve their career aspirations with confidence.

## **4. Principles**

4.1 The Key Principles upon which this policy is based are that CEIAG:

- 4.1.1 Is personalised, offering opportunities to identify and address individual needs while building on previous learning and experience.
- 4.1.2 Is inclusive, recognising and promoting equality and diversity, challenging stereotypes, and being sensitive to faith, culture, and background.
- 4.1.3 Is transparent and impartial, providing opportunities for confidentiality.
- 4.1.4 Offers guidance to any student at risk of dropping out, supporting retention, and referring to alternative options where appropriate.
- 4.1.5 Is strengthened by strong networks and collaborative efforts involving student services, curriculum teams, and external partners.
- 4.1.6 Is contributing to increased participation, retention, and achievement by raising aspirations, helping students make informed choices, and developing career management skills.
- 4.1.7 Is providing comprehensive information and advice.

## **5. Values and Benefits to Students**

5.1 Guiding potential students through courses and career options, to ensure they choose the path that best meets their individual needs, interests, and aspirations.

5.2 Helping students positively progress to their desired destinations, by raising their awareness of opportunities, using labour market intelligence, and supporting them with employability skills and applications for higher education e.g. postgraduate courses and employment.

5.3 A potential student may benefit from guidance on their careers:

5.3.1 If they are uncertain regarding their course or future career opportunities.

5.3.2 If they do not meet the entry criteria for their chosen course.

5.3.3 If they do not have rationale for their chose option.

5.4 A current students and alumni may benefit from guidance on their careers:

5.4.1 If they need assistance with planning their career path.

5.4.2 If they are considering leaving OBC before completing their course.

5.4.3 If they are approaching the end of their course.

5.4.4 If they require help with applying to university and/or alterative higher education courses.

5.4.5 If they would like support with job search activities.

## **6. Our Offer To students**

6.1 We Offer:

6.1.1 Professional, independent, and impartial careers advice and education.

6.1.2 Information on course choices and options.

6.1.3 Guidance on progression routes.

6.1.4 Support and advice on employability.

6.1.5 Careers and employability workshops.

6.1.6 Career resources for tutors to use in class and staff training for writing Universities and Colleges Admissions Service (UCAS) references.

6.1.7 Access to ICT resources to support with research and planning.

6.2 Career Education Includes:

6.2.1 Support with employability such as Interview skills, LinkedIn, CV writing, cover letter writing and Job search activities.

6.2.2 Talks from guest speakers, including corporate employers, alumni, and lecturers.

6.2.3 Recruitment fairs and weekly drop-in sessions.

6.2.4 Information evenings on topics such as higher education and employment.

6.2.5 Work experience placements available in all courses.

6.2.6 On course progression information, advice, and guidance.

## **7. Service Standards**

7.1 Regular appointments are available to be booked at all OBC campuses for more complex queries.

7.2 Follow up after booked appointment will be provided.

7.3 We offer guidance via email or telephone when appropriate and/or necessary, aiming to respond to all enquiries within 5 working days.

7.4 Drop-in session for placement or queries.

## 8. Student Rights

- 8.1 All prospective students are entitled to accurate course information, advice and guidance on progression routes, which are given by OBC Admissions Officer on every campus.
- 8.2 The OBC team provides impartial guidance to help with course selection, career planning, and transitions into higher education, to cater to mature students returning to education after a long period.
- 8.3 During induction, all students are entitled to receive information about all the support we offer at OBC.
- 8.4 Students, prospective students and alumni can access impartial, up-to-date information on courses and careers through OxBIC as well as through the Admissions Team.
- 8.5 All students are entitled to progression information and support with their choices, from tutors and the OxBIC team.
- 8.6 The services, outlined in this policy, are available to all current students, prospective students and alumni of all ages and abilities.
- 8.7 The services are dedicated to promoting equality, raising aspirations, and meeting the diverse needs of students.

To maintain confidentiality, we will only share personal information about students with others outside our service with the student's permission or if we are legally required to do so.

We offer access to advice and guidance at all campuses and aim to provide private and confidential interview rooms for booked appointments. We will try to improve the quality of services through feedback given to us by current students, prospective students, and alumni.

## 9. Roles and Responsibilities

- 9.1 OBC Senior Leadership Team Are Responsible for Ensuring That:
  - 9.1.1 Relevant staff are informed of this policy.
  - 9.1.2 There are enough qualified and experienced staff, along with up-to-date resources.
  - 9.1.3 All staff have access to training, support, and resources appropriate to their role.
- 9.2 Staff Providing CEIAG Are Responsible For:

- 9.2.1 Developing and offering workshops to support student professional development.
  - 9.2.2 Ensuring that careers information resources, are maintained.
  - 9.2.3 Producing and maintaining accurate and up-to-date resources.
  - 9.2.4 Offering a tailored approach for all students.
  - 9.2.5 Ensuring that all career interventions avoid gender stereotyping and adhere to OBC's principles of equality, diversity, and inclusion.
  - 9.2.6 Making effective use of labour market information to support career interventions and making resources widely available to students and their parents/carers as appropriate.
  - 9.2.7 Providing access to information on the full range of learning and progression opportunities, including academic options.
  - 9.2.8 Arranging meaningful encounters with a variety of providers, including partnered universities, offering opportunities to meet staff and students from those institutions.
- 9.3 Student Should:
- 9.3.1 Actively engage in and take responsibility for their progression planning and career development.
  - 9.3.2 Attend all scheduled tutorial and CEIAG activities punctually.
  - 9.3.3 Collaborate with staff and fellow students, respecting others' views and adhering to the principles of equality, diversity and inclusion.
  - 9.3.4 Complete all mandatory activities required as part of their course

## **10. Quality Assurance:**

- 10.1 The service has strong quality assurance systems and is evaluated through:
- 10.1.1 Regular internal reviews of CEIAG delivery against key principles, including observations, surveys, and feedback.
  - 10.1.2 Maintaining the Matrix Standard.
  - 10.1.3 Contributing to OBC's Annual Monitoring Review.