**The Careers Education, Information, Advice & Guidance (CEIAG) Policy**

St Brendan’s College is committed to providing Careers Education, Advice and Guidance to all students both through the curriculum and a comprehensive range of organised activities. Students will be provided with differentiated, current, accurate and relevant information to help students plan and develop their Future Progression Plans and increase their self-awareness.

This Careers Education, Information, Advice & Guidance (CEIAG) Policy fulfils the requirements of the National Framework in regard to careers guidance for young people, which states that

*we want a system where young people (and their parents/carers) have timely access to the information and data they need to make informed decisions on their education, training and employment options, including a clear understanding of routes into technical and professional education and apprenticeships*1

The policy will be reviewed annually**.**

**Career Zone Mission Statement**

* To provide student-focussed impartial information, advice and guidance service to inspire young people about the full range of education, training and employment opportunities available to them.
* This will be provided in an impartial manner; and will promote the best interests of the student
* A service that is responsive to the needs of each learner
* The team are committed to supporting every student to have the opportunity to reach their potential by working in partnership with curriculum and support teams to raise awareness of opportunities, to raise aspirations and support positive student destinations.
* To be a highly-valued, integrated part of college life, known for our knowledge, expertise & professionalism

**Our Aims for Career Zone**

We aim to provide a service which:

* Provides access to impartial information, advice and guidance on a range of career issues, which is accessible and provides targeted and timely support
* Provides appropriate opportunities for students to develop the knowledge, skills and self- awareness needed to make informed choices and manage their careers in the longer term.
* Is available to current students with specified input for former (through progression support for leavers and UCAS applications) and potential students (through the interview and enrolment process)

 Department for Education, Sam Gyimah: where next for careers education and guidance?, 3 December 2015

* Gives encouragement to students to make appropriate and aspirational choices
* Supports students to be ready for the world of work
* Champions equality of opportunity and challenges stereotypes
* Includes signposting to specialist help where appropriate
* Is informed by the active involvement of employers, universities and other training providers
* Works in partnership to harness the skills, expertise and knowledge that others can provide.

**Delivery**

* Weekly careers newsletter (emailed to all students and staff)
* The Twitter feed @careerzonestbrn aims to extend the reach of information and provide current links to topical and current information locally and nationally
* Informing students of the range of facilities and support available through participation in the formal induction process on entry to the college and the on-going AIP and Academic Mentoring tutorial process
* Providing an accurate and up to date careers library for students and staff including access to databases and interactive guidance on the Moodle page
* Enhancing students’ self-awareness and awareness of educational and careers opportunities through knowledge/experience of work, individual and groups sessions and careers education
* Encouraging and assisting students to develop in order to achieve their personal, educational and employment goals
* Providing appropriate support for any students with additional needs
* Supporting students in their individual action planning, in assessing interest and abilities and compiling a record of their achievements for a CV and / or personal statement
* Organising timely events such as Careers’ Fairs, HE and Apprenticeship Evenings , Future Planning Weeks
* Devising and delivering appropriate careers education within curriculum programmes
* Encouraging experience of the workplace through guest speakers, visits and / or work experience
* Developing a process that provides an action plan and follow up to students having received a careers appointment

**Quality Assurance**

* Feedback is sought from students via the completion of surveys after each event and through the induction process
* Service provision is analysed on an annual basis through the completion of the completion of the College Quality Improvement Evaluation
* Internal audit & external EQR