Careers Education Information Advice and Guidance Policy

Reviewed:	**April 2025**
To be reviewed:	**April 2026**
Version	**6**

NAME OF 1st REVIEWER	**Michelle Smith**
NAME OF 2nd REVIEWER	**Jojo Rassekh**

Contents

Rationale **2**
Purpose **2**
Commitment **2**
Role of the Senior Leadership Team **2**
Opportunities for Access **3**
Resources **3**
Partnerships **3**
Approvals and Review **4**

Rationale

Careers Education, Information Advice and Guidance (CEIAG) makes a major contribution to preparing learners for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work:

- Preparing learners for the opportunities, responsibilities and experiences of life
- Supporting learners to achieve their full potential
- Empowering learners to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling learners to sustain employability and achieve personal and economic wellbeing throughout their lives

Liberty College uses the Gatsby 8 Benchmarks to inform the provision of Careers Education, Information and Guidance (CEIAG) delivered. As part of our commitment to informing learners of the full range of learning and training routes available we consider requests from training providers, vocational education routes, apprenticeship providers and local employers to speak to learners and will also approach these partners ourselves when planning and organising key CEIAG events throughout the college year.

Purpose

Liberty College is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the college's overall vision and is linked to the Quality Improvement Plan. Directors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the college curriculum.

Commitment

Liberty College is committed to providing all its learners with a planned programme of careers education activities throughout their programme, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for learners by using a whole college approach involving parents, carers, external IAG providers, employers and other local agencies.

Role of the Senior Leadership Team

This area is managed by the Head of College. Work experience is planned and implemented by the Work Experience Co-ordinator.

Liberty College has responsibility for securing its external careers guidance service and engages the services of CXK's Independent Careers Guidance Advisers for 12 days per year to deliver impartial information, advice and guidance to learners.

The Head of College will ensure staff who deliver CEIAG have access to relevant training.

Opportunities for Access

CEIAG is embedded into our employability lessons. A number of opportunities exist within the CEIAG programme. These include:

	Description	Dates
Lessons	A formal opportunity to speak to learners regarding your offering. Lessons within themed and appropriate weeks relevant to learners will be considered. For example, National Careers Week.	Throughout the year
CXK Careers Advisor Visits	CXK Advisors will deliver workshops and offer one to one and group careers guidance sessions.	Throughout the year
Work Experience Placements	Learners are required to attend a minimum of 100 hours of work experience as part of their programme. Many learners decide to offer more hours at their work placement. We strive to find a placement to meet the learners chosen career path. Should a learner decide that the placement is not right for them, we will find an alternative placement. Liberty have employed a work-experience co-ordinator to mange and oversee placements, and assist learners with progressions when they leave Liberty.	Throughout the year, beginning when the learner is ready
Local Careers Fairs	Learners will visit local Jobs and Careers Fairs events	Throughout the year

Resources

Liberty will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser
- Adequate staffing
- Learner, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions

Posters and leaflets advertising training providers, vocational education routes apprenticeship providers and local employers will be displayed in the Chill Zone.

ICT facilities are available in the IT Suite and in teaching rooms. This enables learners to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our college. These include:

- Formal arrangements with our external provider of careers guidance and others
- Liaison with post 16 providers and higher education institutions

- Employers and training providers
- Parents and carers
- Others specific to our college

Approvals and Review

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in the college improvement plan.