



## Careers Education and Guidance Policy

### 1. Context

- 1.1 It is the Strategic aim of Bedford College to be a provider of expert information, advice and guidance on learning and work, both as a discrete activity and embedded within its learning programmes.
- 1.2 IAG is delivered at all stages of a student's learning – pre-entry, on programme and on exit – and by a range of staff:
- Enquiries and Guidance Advisers (pre-entry course information and advice)
  - Careers Advisers (pre-entry, on programme and progression guidance and careers education)
  - Tutors (individual support and careers education via the tutorial programme).

This policy relates to the delivery of careers education and guidance in the context of the college's wider IAG provision.

- 1.3 The Common Inspection Framework states that students are entitled to:
- 'impartial guidance which enables learners to choose the course or programme which is right for them
  - careers education and guidance which are effective in guiding learners towards the opportunities available to them when they have completed their study or training'.
- 1.4 The DFES National Framework for Careers Education and Guidance states that effective careers programmes should:
- 'contribute to strategies for raising achievement, especially by increasing motivation
  - support inclusion, challenge stereotyping and promote equality of opportunity
  - encourage participation in continued learning, including higher education
  - develop enterprise and employability skills
  - reduce drop out from, and course switching in, education and training
  - contribute to the economic prosperity of individual and communities'.

- 1.5 The Bedford College Tutorial Policy includes an entitlement to students for 'accessible and informed guidance and support to address their needs in terms of personal development, career development and course progress'.

## **2. Equality and diversity statement**

- 2.1 Bedford College is committed to the promotion and development of equality and diversity. We aim to provide a working and learning environment which values individuals equally regardless of age, disability, ethnic origin, gender, sexual orientation, marital status, religious belief or trade union membership.
- 2.2 This policy and procedure will be implemented in accordance with our policies on equality and diversity, disability and race equality, and careers education and guidance provided will not be influenced by the student's background or situation. Advisers will promote career choice based on interests and potential, and challenge stereotyping or discrimination where encountered.

## **3. Every Child Matters**

- 3.1 The College has regard to the broader issues of the general health and well-being of our students. It seeks to follow the principles enshrined in the Government's Every Child Matters agenda, and this policy is underpinned in particular by the 'achieving economic well-being' outcome.

## **4. Definition (DfES National Framework for Careers Education and Guidance)**

- 4.1 **Careers Education** helps (young) people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work.
- 4.2 **Careers Guidance** enables (young) people to use the knowledge and skills they develop to make decisions about learning and work that are right for them.

## **5. Statement of entitlement**

- 5.1 Students and potential students are entitled to careers education and guidance which:
- is impartial, client-centred and free from institutional bias
  - is accessible, available and visible
  - is provided by appropriately qualified, knowledgeable and experienced staff
  - respects confidentiality

- supports achievement and enables progression
- operates in accordance with the Bedford College Equality and Diversity Policy, the National IAG Board Code of Principles for Information, Advice and Guidance, the Every Child Matters agenda and Aimhigher initiative
- is planned, resourced and quality assured.

## **6. Aim**

6.1 It is the aim of Bedford College to provide high quality careers education and guidance to all students and potential students which:

- is integral to students' learning experience while at College
- contributes to the raising of student participation, achievement and progression
- operates as a partnership between Bedford College and Bedfordshire and Luton Connexions Service, as defined in an annually determined Partnership Agreement
- is available at times and locations which maximise take-up and support widening participation
- takes place in an appropriate setting
- meets the statement of entitlement.

## **7. Elements of Careers Education and Guidance**

### **7.1 Careers Guidance**

This service is available to all students and potential students of the College at the following key decision points:

- pre-entry/entry guidance to help ensure appropriate course choice which is appropriate to their long-term career aims
- on programme guidance on progression into further study, training or employment
- exit guidance including support for early leavers and a higher education clearing service.

Effective careers guidance should:

- build on previous discussions about the student's progress in learning, their personal development and career development
- enable students to make informed decisions and support them through this process in an appropriate way
- record agreed action points for use in further guidance sessions
- be impartial and free from institutional bias.

## 7.2 **Careers Education**

This is part of a structured programme of activities, which is a compulsory element of the tutorial programme for all full-time and substantive part-time students.

It helps students to:

- understand themselves and the influences on them
- investigate opportunities in learning and work
- make and adjust plans to manage change and transition
- make and implement career decisions
- develop career management skills.

## 7.3 **Careers Information**

Careers information supports the delivery of careers education and guidance by providing access to a range of up-to-date information in a variety of formats.

We will provide:

- an open access careers library, well stocked with up-to-date resources
- tutorial resources to support the delivery of careers education
- access to computer-aided and on-line information, advice and guidance.

## 8. **Implementation**

8.1 Careers education and guidance is the responsibility of the Director of Student Services supported by the Careers Service Manager, careers team, teaching staff and Bedfordshire and Luton Connexions Service.

8.2 In line with the DfES National Framework the college will:

- deliver a cross-college careers education framework via tutorials, the curriculum or the enrichment programme, as appropriate
- ensure tutors are central to the delivery of careers education
- work with the Connexions Service and the College Student Personal Advisers to support students in a variety of ways in order to meet individual needs.

8.3 It is the role of the College Careers Service to:

- develop the careers education framework and learning outcomes as part of the tutorial programme
- support tutors in the planning/development and delivery of careers education

- provide individual careers guidance
- deliver group sessions
- develop/advise on resources to support careers education
- provide staff development for tutors
- co-ordinate the activities of, and work with, the Connexions Service
- ensure that careers education and guidance is available at times and locations which maximise take-up and support widening participation.

8.4 The Careers Service Manager and the Tutorial Co-ordinator will disseminate good practice in careers education and guidance and ensure that tutors understand the concepts involved. This will be complemented by a cross-college programme of staff development to meet the need for:

- knowledge and information
- organisation and management
- skills and techniques

and can include:

- guidance skills training
- planning and delivering careers education
- use of careers resources
- supporting students through the UCAS application process.

8.5 Connexions Service support is available to students aged 13-19 (or up to 25 for students with additional support needs), includes careers education and guidance and can involve help with social, health, financial and emotional issues to comply with the government's social inclusion agenda. Connexions Service provision is flexible and support can be offered at a level and location which suit the needs of the student. Connexions Personal Advisers work closely with College staff in order to provide a seamless service to students. Priorities for Connexions Service support are set out in a partnership agreement, negotiated annually and reviewed termly.

## **9. Evaluation and quality assurance**

9.1 Careers education and guidance is evaluated annually as part of the College's self assessment process and in line with the Ofsted Common Inspection Framework.

9.2 The service operates in line with the Matrix Quality Standard and the National IAG Board Code of Principles for Information, Advice and Guidance.

9.3 It is also reviewed termly against the Connexions Partnership Agreement. Statistical data on levels of activity is collated monthly.

- 9.4 Client feedback questionnaires are used for a representative sample of individual interviews and group sessions.
- 9.5 Aimhigher activity is reported against the Aimhigher action plan devised by the Area Steering Group.

**10. Supporting policies and procedures**

- 10.1 This policy should be read in conjunction with the following documents:
- Bedford College Tutorial Policy and Entitlement
  - Bedford College Equality and Diversity Policy
  - Bedford College Careers Service Statement of Service
  - Bedford College/Bedfordshire and Luton Connexions Partnership Agreement
  - DfES/0163/2003 Careers Education and Guidance in England 'A National Framework 11-19'
  - Ofsted Common Inspection Framework
  - National IAG Board Code of Principles for Information, Advice and Guidance
  - Matrix Quality Standard for Information, Advice and Guidance Services
  - Confidentiality Procedure

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