

BEDFORD COLLEGE

Career Learning, Information, Advice 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 The Education Act 2011 placed a duty to 'secure access to independent careers guidance' upon FE college for their students aged 16 -18 from September 2013
- 1.3 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 career learning)
 - Personal Tutors (individual support and career learning via the tutorial programme).

Impartial IAG is also made available to adults in the local community through our participation in the Bedford Jobs Hub. This is in line with the College's mission to promote social inclusion and personal advancement within the local communities we serve.

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

- 1.4 The Ofsted Common Inspection Framework states that inspectors will consider whether:
 - learners receive high quality impartial careers guidance to prepare them for their chosen next steps and to enable them to make well-informed decisions about their future plans.
 - learners, and groups of learners, progress to the planned next stage in their careers, such as a higher level of education or training, or to employment or an apprenticeship.
- 1.5 A good quality, impartial careers programme should:
 - empower young people to plan and manage their own futures
 - respond to the needs of each learner
 - provide comprehensive information and advice
 - raise aspirations

- actively promote equality of opportunity and challenge stereotypes
 - help young people to progress
 - encourage young people to use independent external sources of help.
- 1.6 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, race, gender, sexual orientation, gender reassignment, religion & belief or pregnancy & maternity.
- 2.2 This policy and procedure will be implemented in accordance with our equality and diversity policy, and any career learning 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. Safeguarding

- 3.1 The College has regard to the broader issues of the general health and wellbeing of our students. All Careers Advisers are trained in safeguarding, and the College's safeguarding procedures are embedded in their professional practice.

4. Definitions

- 4.1 **Career Learning** helps (young) people develop the knowledge, confidence and skills they need to make well-informed, successful choices and plans that enable them to progress smoothly into further learning and work, now and in the future.
- 4.2 **Careers Information, Advice and Guidance** supports (young) people in using the knowledge and skills they develop to make and implement decisions about learning and work that are right for them.

5. Statement of entitlement

- 5.1 Students and potential students are entitled to career learning, information, advice and guidance (CLIAG) 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 policies and procedures and the Code of Ethics of the Career Development Institute
- is planned, resourced and quality assured.

6. Aim

6.1 It is the aim of Bedford College to provide high quality career learning, information, advice and guidance (CLIAG) 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
- 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 Career Learning, Information, Advice and Guidance

7.1 Careers Advice and 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 advice and 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 Career Learning

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

It helps students to:

- understand themselves and the influences on them (self development/personal management)
- investigate opportunities in learning and work (career exploration/learning and work exploration)
- make and adjust plans to manage change and transition (career management/career building).

7.3 **Careers Information**

Careers information supports the delivery of CLIAG by providing access to a range of up-to-date information in a variety of formats, including:

- an open access careers library, well stocked with up-to-date resources in the college LRC
- a virtual careers library on Yourspaceonline.net
- access to a range of diagnostic career development software
- resources to support the delivery of career learning.

8. **Implementation**

8.1 Career learning, information, advice and guidance (CLIAG) is the responsibility of the Director of Student Services and the Careers Manager, Careers team, Personal Tutors and teaching staff.

8.2 To meet the requirements of the Ofsted Common Inspection Framework and the outcomes for learners we will:

- deliver a cross-College career learning framework via tutorials, the curriculum or the enhancement programme, as appropriate
- ensure tutors are central to the delivery of career learning
- work with the College Personal Tutors 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 career learning framework as part of the tutorial and enhancement programme
- support tutors in the planning/development and delivery of career learning
- provide individual careers advice and guidance
- deliver group sessions and workshops on careers topics
- develop/advise on resources to support career learning
- provide staff development for Personal Tutors and curriculum staff
- ensure that career learning, information, advice and guidance (CLIAG) is available at times and locations which maximise take-up and support widening participation
- co-ordinate and manage the whole college UCAS application process.
- Support students who visit the Job Shop to find suitable jobs and make high quality applications

- source suitable vacancies and other opportunities, and advertise these to students and PTs through the Jobs and Opportunities Bulletin
- ensure that the careers section of Yourspace online is kept up to date.
- Work with local and national employers and professional bodies to engage with student groups across college
- participate in the SEMLEP employer engagement project to develop a network of employers willing to participate in careers activities across college

8.4 The Careers Manager will disseminate good practice in career learning, information, advice and guidance, and ensure that Personal Tutors understand the concepts involved. This is complemented by a cross-college training course for Personal Tutors which meets the need for:

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

and includes:

- 1:1 guidance skills training
- planning and delivering careers education
- use of careers resources
- supporting students through the UCAS application process.

9. Evaluation and quality assurance

- 9.1 Career learning, information, advice and guidance (CLIAG) 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 Career Development Institute Code of Ethics for Information, Advice and Guidance. It is subject to 3 yearly assessment and annual improvement checks against the Matrix standard.
- 9.3 Client feedback questionnaires are used for a representative sample of individual interviews and group sessions.

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 Tutor Guide to the Tutorial Programme
 - Bedford College Careers Service Statement of Service

- DfE: Careers Guidance and Inspiration March 2015
- Ofsted Common Inspection Framework
- Career Development Institute Code of Ethics
- Matrix Quality Standard for Information, Advice and Guidance Services
- Confidentiality Procedure

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