



**Careers  
Education  
Information,  
Advice and  
Guidance (CEIAG)**

—  
**Statement of  
service**







## INTENT

For all students to develop the skills and confidence to make considered career decisions and the opportunities to progress to positive destinations. Our CEIAG programme is based on the CDI learning outcomes for careers, employability and enterprise; grow throughout life, explore possibilities, manage career, create opportunities, balance life and work, see the big picture.

We will:

- Deliver an ambitious programme of careers education that supports the intent for all students to develop the skills that enable them to make informed decisions about their education, training and employment.
- Provide students with experiences and opportunities to develop employability skills and become effective employees and citizens of the future.
- Provide high quality and timely Careers Education Information Advice and Guidance (CEIAG) to unlock potential and improve outcomes for all students.

## IMPLEMENTATION

- Provide staff who are professionally qualified in CEIAG.
- Work closely with other college departments, such as Student Support to ensure an effective referral process and best practice sharing.
- Offer impartial, timely and inclusive CEIAG to ensure students have access to a full range of educational and progression opportunities.
- Support parents/carers to help them make informed decisions for the benefit of young people in their care.
- Ensure our resources are accessible and up to date.
- Engage with local employers and professional communities to ensure that real-world connections with employers lies at the heart of the careers programme.
- Continually review and improve our service through a cycle of evaluation.
- Participate in continuing professional development activities to ensure professional practice, research and resources are current.
- Maintain and develop links with internal and external agencies.
- Make referrals to other agencies in a timely and professional manner, ensuring we have student's consent to do so.

- Provide careers signposting at key decision points; such as pre entry, on course, nearing completion, progression and at exit.
- Ensure a focus on the enterprise skills, experience and qualifications needed by employers through personal development sessions.
- Provide support to navigate choices in relation to personal circumstances and finance.
- Ensure encounters with industry specialists and role models to raise aspirations, model success and understand the expectations of the workplace.
- Provide opportunities to explore progression routes and understand the need for goal setting and realistic, achievable targets.
- Provide a Careers Education Programme, based on the eight Gatsby benchmarks and the CDI learning outcomes that enables the transition from school to work and identifies routes to a successful working life.

## IMPACT

The following indicators will be assessed to measure the effectiveness of the CEIAG programme:

- Development and progression of behaviour, skills and attitudes including communication, teamwork, problem solving, resilience and confidence.
- Progression to positive and sustained destinations including work and further study
- Increase in entry to HE and apprenticeships
- Achievement and maintenance of quality excellence marks including Matrix and Quality in Careers Standards
- Evaluation from key stakeholders
- Key audit measures including Compass

## Making appointments

Careers appointment requests can be made via the Student mentors, by visiting student services on any campus or emailing the careers team on [careers@gloscol.ac.uk](mailto:careers@gloscol.ac.uk)

General advice appointments can be made by visiting the Student Advisors situated in the Student Services areas on each campus, or you can email them on [info@gloscol.ac.uk](mailto:info@gloscol.ac.uk) or call 0345 155 2020

Student development teams for support with work placements and employer links can be contacted on [employability@gloscol.ac.uk](mailto:employability@gloscol.ac.uk)

## The CEIAG at GC works in accordance with:

Career Development Institute CDI code of ethics

[www.thecdi.net/write/Documents/Code\\_of\\_Ethics\\_update\\_2018-web.pdf](http://www.thecdi.net/write/Documents/Code_of_Ethics_update_2018-web.pdf)

Gatsby Foundation Good careers Guidance

[www.goodcareerguidance.org.uk/the-benchmarks](http://www.goodcareerguidance.org.uk/the-benchmarks)

Careers Guidance and access

[www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools](http://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools)

The key college policies including the Careers Policy & Equality and Diversity

[www.gloscol.ac.uk/about-us-and-jobs-at-gc/partnerships-and-governance/governance/policies/](http://www.gloscol.ac.uk/about-us-and-jobs-at-gc/partnerships-and-governance/governance/policies/)



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