

Policy/Procedure Name:	Careers Education, Information, Advice and Guidance Policy
Policy/Procedure Number:	QA010
Date of Approval:	February 2025
Review Date:	February 2028
Role Responsible:	Head of Careers and Personal Development
Approved by:	Executive Team

Policy Version Control & Worksheet

Please ensure you complete the below table once you have checked this policy, to log acknowledgement of the sign off process.

Name	Date	Comments Made (Y/N)
Christine Ricketts	26 February 2025	Yes
Sarah Clancey	26 February 2025	Yes
Allan Tyrer	27 February 2025	No
Lorne Richardson	27 February 2025	No

Document Version	Date of Approval
Version 1.0	03/03/2021
Version 2.0	

1.0 College Vision

- 1.1 Brooklands Technical College seeks to inspire all students to achieve their full potential by delivering the highest quality Careers Programme, providing careers guidance, support and opportunities. The college is committed to providing all its students with a planned programme of Careers Education activities throughout their course, with opportunities at key transition points to access impartial information and expert advice and guidance to enable them to meet their career aspirations.
- 1.2 Careers education and guidance is integrated into the culture of the college and the college is also committed to maximise the benefits for students by using a cross college approach involving parents and carers, employers, universities and other agencies.
- 1.3 The college will strive to provide students and parents with the very latest labour market intelligence from recognised sector organisations.
- 1.4 The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

2.0 Scope

- 2.1 This policy covers Careers Education, Information, Advice and Guidance given to students across the college.
- 2.2 The policy also applies to students after they finish their main qualification and before they start at their next place of education, employment or training during the summer term. Though not necessarily in college, students will have access to services and the policy is still applicable.
- 2.3 The policy has been reviewed in line with the published DfE guidance document 'Careers guidance: Guidance for further education colleges and sixth form colleges (DfE, January 2023), and the most recently published Skills for Jobs: Lifelong Learning for Opportunity and Growth (DfE, February 2021).
- 2.4 Although not a statutory framework, the policy accepts the eight Gatsby benchmarks as set out in DfE guidance and by adopting them the college can be confident that there is compliance with the careers guidance requirements set out in funding agreements. The Gatsby Benchmarks can be seen in Appendix 1 of this policy. The benchmarks are nonstatutory but support the college by providing a framework around which they can develop their careers programme
- 2.5 All members of staff at Brooklands Technical College are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance

(CEIAG) in the education of students and as an integral part of course delivery; CEIAG is not the sole responsibility of the Careers Advisor.

- 2.6 It is important therefore that students leave college aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from part and full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

3.0 Objectives

- 3.1 The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:
 - 3.1.1 To ensure that all students at the college receive a careers programme.
 - 3.1.2 To enable all students to learn from information provided by the career and labour market.
 - 3.1.3 The CEIAG programme should be individual and address the needs of each student.
 - 3.1.4 To link the curriculum learning to careers learning.
 - 3.1.5 To provide students with a series of encounters with employers and employees.
 - 3.1.6 To provide students with experiences of workplace(s).
 - 3.1.7 To ensure that students have a series of encounters with higher education providers..
 - 3.1.8 To provide each student with the opportunity to receive personal guidance.

4.0 College Roles & Responsibilities

- 4.1 The Assistant Principal for Education & Personal Development is responsible for the oversight of the Careers Programme and supported by the Director of Personal Development and Head of Careers and Personal Development. They have strategic responsibility for CEIAG. They report to the Education and Training Committee Group chaired by the Assistant Principal for Curriculum.
 - 4.1.1 The Personal Development and Careers Committee Group will also oversee the structure and embedding of career and employability skills delivery to students into the curriculum delivered by staff who have access to relevant training and resources.
 - 4.1.2 The quality of provision will be reviewed by Directors of Curriculum and members of the Executive Leadership Team as part of the regular performance review process.

- 4.1.3 The Personal Development and Careers Standing Committee will meet on a termly basis and will have the responsibility of monitoring the stability of the Careers Programme.
- 4.2 The careers advice provided will be delivered by a trained careers adviser and represented in an impartial manner, showing no bias towards a particular institution, education or work option.
 - 4.2.1 The advice provided must cover a range of education or training options.
 - 4.2.2 There must be an opportunity for higher education and other training providers to inform students about the range of opportunities that are available to them, including approved technical qualifications or apprenticeships not currently available at the college.
 - 4.2.3 The college must have a clear process setting out the manner in which providers can engage with students (Please see appendix 3).
 - 4.2.4 The guidance provided must be tailored to the individual student.
- 4.3 The college will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy in Section 3.0.
- 4.4 The Head of Careers and Personal Development will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by working closely with external stakeholders who assess the work of the college.
- 4.5 The governing body will ensure that the College has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy:
 - 4.5.1 is based on the eight Gatsby Benchmarks.
 - 4.5.2 allows for a range of educational and other specialist providers to access all students.
- 4.6 The college will appoint a member of the governing body to take a strategic interest in CEIAG and to encourage employer engagement.
- 4.7 The college will ensure that all students are supported appropriately to enable equal access to quality careers education, advice and guidance (see appendix 4).

5.0 Provider Access

- 5.1 Introduction - This section of the policy sets out the college's arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer.
- 5.2 All students should have the opportunity to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
 - 5.2.1 to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through careers events;
 - 5.2.2 to understand how to make applications for the full range of academic and technical courses.
- 5.3 Appendix 3 shows the way in which education and training providers should get in touch with the college in order to gain access to students and/or parents/carers to inform them about further opportunities.
- 5.4 The college will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities.

6.0 Monitoring, Evaluation and Review

- 6.1 The Principal will ensure that:
 - 6.1.1 The work of the Careers Advisor and CEIAG events are supported and monitored.
 - 6.1.2 a member of the Executive Team has an overview of CEIAG work and reports regularly back to this team.
- 6.2 The effectiveness of this policy will be measured in a variety of ways:
 - 6.2.1 Feedback from stakeholders through employer, student and parent/carer surveys;
 - 6.2.2 Feedback from external visitors to the college such as The Matrix Standard, The Careers and Enterprise Company, Ofsted;
- 6.3 Through the annual self assessment and quality improvement process.
- 6.4 The Governors of Brooklands Technical College (Teaching & Learning Committee) will review this policy every three years.

7.0 Confidentiality

- 7.1 Employer Site Based - students on employer sites will be able to access both 1:1 interviews and all online services.
- 7.2 College Based - students at College based sites will be able to access confidential advice and guidance. Induction materials and College website give information on the services available.
 - 7.2.1 Individual interviews enable advice and guidance to be tailored to the student's specific needs and are available throughout the training/assessment duration. Information is readily available in the Hub area of college and on the college website.
- 7.3 All information gathered during discussion with a student is regarded as confidential. Any limitations with regard to confidentiality only apply to safeguard the individual from harming themselves or others following disclosure. The student is made aware of this at the start of a session.

8.0 Feedback/ Complaints

- 8.1 Following Individual Interviews, clients are invited to complete a feedback form or survey. We need to know if you have had a good service — we value your comments as these very often enable us to develop and improve the service.
- 8.2 If you are unhappy with the service you have received and/or you need to raise your concerns with us please email them to complaints@brooklands.ac.uk.

Appendix 1	Summary of the Gatsby Benchmarks
Appendix 2	Careers Programme
Appendix 3	Arrangements for Provider Access
Appendix 4	Additional Services

Appendix 1 - The Gatsby Benchmarks

1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

Appendix 2 - Careers Programme

The college employs professional qualified Careers Advisors who offer careers support to both students and the wider community. The college is working towards achieving all of the Gatsby Benchmarks and has been awarded Matrix accreditation in recognition of the high standard of advice and support services provided to its students.

The dedicated Careers Team at Brooklands Technical College are available to offer advice and support to all students and potential students with:

- One to one careers advice
- Help with CV and job applications
- Interview skills practice
- Help with finding work
- Leaving or changing a course
- Employer led workshops
- Careers fairs and events
- Library for careers information and reference literature
- Online Careers and Work Placement classroom
- Careers Coach package

Wider college careers support include:

- One to one appointments booked through Course Tutors, Assessors, Personal Development Coaches, the Student Admissions Team or with the Careers Team.
- Tutorial sessions led by Personal Development Coache support in providing targeted advice and guidance.
- Talks from invited speakers such as Employers, which are embedded into the curriculum
- Talks from or Higher Education institutions, which are planned and encouraged.
- Noticeboards frequently updated with local job vacancies and other opportunities relevant to students.
- Careers and Work Placement online hub.

We encourage all of our students to make the most of these services and will update students on up and coming opportunities throughout the year.

An annual Careers Week, Apprenticeship Week and HE Fair are organised to provide students with insights and opportunities for potential progression routes.

Study Programmes incorporate learning about local labour markets and progression opportunities while employability skills are embedded throughout the curriculum.

Employer insights are a key component of the careers programme and we work closely with local authorities, Local Enterprise Partnerships LEP/The Careers & Enterprise Company, and

Surrey Chamber of Commerce to ensure that the College reflects the needs of business. Our relationships with local businesses allows us to embed into our courses and apprenticeships the employability qualities employers look for in their workforce. Through these relationships the college and students gain valuable labour market insight to inform future careers decisions.

All students are encouraged and supported by their class tutors, assessors and Personal Development Coaches to take their next step after college. Clear progression routes from college to university, an apprenticeship or employment are provided for all students.

We welcome enquiries from employers to advertise vacancies to students and/or visit us to present to students regarding opportunities and general pathways industry. Students respond positively to learning about the world of work from professionals and this can also benefit the employers by gaining a better understanding of the future workforce.

Work Placements/Industry Placements are embedded into study programmes and these are supported by their course tutors and Industry Placement Advisors, finding the most appropriate opportunities to develop knowledge, skills and behaviours. Students can gain employability skills from a wide range of activities and they should be open to experiencing and participating in all those available to enrich their studies and enhance their progression opportunities.

The college has a dedicated Special Educational Needs and Disabilities (SEND) Department with specialist staff providing meaningful information advice and guidance on other courses, employment or sheltered independent schemes.

The college has specially designed courses for students in transition between school/Entry Level provision and employment. The courses offer opportunities for students to gain qualifications in employability skills and vocational experience.

The college offers a range of apprenticeships with local employers and students are encouraged to explore these opportunities with support from specialist lecturers and the Careers Team.

An annual Higher Education Event supplements events and guest speakers from HE providers invited by the Careers Team. Teaching and support staff also refer students to the Careers Team for 1:1 personal guidance and students can access their guidance record through ProMonitor.

The college works with key strategic partners such as the Higher Education Outreach Network to inspire and encourage students to progress onto higher education.

The College offers information and advice on personal wellbeing through the student counselling service, Personal Development Coaches and personal tutors, the safeguarding team, and reception and admissions.

The College offers information and advice on:

- Fees and loan schemes
- Financial assistance for low income families including free school meals and bursaries.
- Travel schemes

Appendix 3 - Application for Provider Access

Introduction

This document sets out the college's arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer.

Management of provider access requests

Procedure

A provider wishing to request access should contact Brooklands College.

Telephone: 01932 797908

Email: careers@brooklands.ac.uk

Opportunities for access

The college offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the College's Careers Charter which can be seen on the college website.

Please speak to our Careers Advisor to identify the most suitable opportunity for you.

The college will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The college will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the college Learning Resource Centre.

Appendix 4 - Additional services

Contact details

Clients may wish to have a confidential advice or guidance interview. This is available through various means within the different areas. Please contact:

Reception and General Enquiries
info@brooklands.ac.uk

Admissions
admissions@brooklands.ac.uk

Bursary
bursary@brooklands.ac.uk

Careers
careers@brooklands.ac.uk

Apprenticeships and Partnerships
apprenticeships@brooklands.ac.uk

Adult Courses
adultskills@brooklands.ac.uk

ESOL
ESOL@brooklands.ac.uk

Work Placements
work.placements@brooklands.ac.uk

Additional Learning Support
als@brooklands.ac.uk

Safeguarding and Counselling
safeguarding@brooklands.ac.uk

Additional Learning Support Services

ALS (Additional Learning Support) provides a range of support services for students with learning difficulties or disabilities, mental health difficulties, medical conditions or physical impairments.

Information and guidance on support services is provided for students at enrolment and open events, and on request throughout the academic year. ALS (Additional Learning Support) provides information and guidance on our support services such as in-class and specialist support, exam arrangements, speech and language therapy, Educational Psychologist assessments, EHCP annual reviews and equipment/resources.

ALS (Additional Learning Support) provides information and guidance on meeting the needs of students with a wide range of SEND (Special Educational Needs and Disabilities) needs, and leads the EHCP (Educational Health Care Plan) annual reviews.

ALS provides support and guidance for a wide variety of students from Entry level to Level 4, full and part-time, across all Curriculum areas, including adult students and apprentices. All benefit from an initial assessment and detailed discussion of support needs to ensure that they receive the appropriate support in order to achieve their programme.

To arrange an appointment in relation to ALS (Additional Learning Support), please contact the Additional Learning Support Manager.

Every effort will be made to ensure that all students receive high quality information, advice and guidance irrespective of disability, ethnicity, learning difficulties or gender.

The Additional Learning Support Manager may be asked to provide additional support in specific circumstances. As part of our inclusive practice and responsibility to ensure that reasonable adjustments are made for our SEND (Special Educational Needs and Disabilities) students, ALS (Additional Learning Support) provides additional support for students with special requirements to ensure that all receive the same high quality information and guidance service.

Policy Schedule Of Changes

This document outlines the proposed changes to Careers, Education, Information, Advice and Guidance Policy and the timeline for their implementation. It serves as a centralised reference point for all stakeholders involved in the policy revision process to highlight all key changes.

This document must be completed ahead of any policy review or approval. Changes should be listed clearly, and concisely for timely review by the Policy and Standards Group.

Policy Name	Change Description	Date
Careers, Education, Information, Advice and Guidance Policy	Role changes have been adjusted. New formatting, and new logo used, as well as renamed to Brooklands Technical College.	February 2025