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1. Introduction:

Walsall College aims to provide all students/apprentices, prospective students/apprentices, parents, guardians, carers, other interested individuals and groups with a high quality free*, confidential, impartial, careers education, information, advice and guidance service. The policy adheres to the Education Act 2011 and the organisation has continued to maintain and achieve the matrix Quality Award and The Quality in Careers Standard (Gold Standard) Award. It also addresses and incorporates the College's Mission Statement and is linked to the College's Strategic Ambitions. The College will provide an adequate and sufficient budget to ensure relevant careers resources are purchased.

Our Mission:

*'Walsall College is uniquely and proudly vocational. Our greatest passion is unleashing the potential of individuals, communities and businesses; our greatest legacy is the talent of our students: **skilled, professional and enterprising**.*

Strategic Ambitions:

1. Outstanding Provision and Services
2. Maximise Staff Potential and Performance
3. Innovate and Transform
4. Energise our Communities and Partners
5. Secure and Transform our Future

2. Rationale/Purpose:

The purpose of Careers Education Information Advice and Guidance is to:

- Support individuals in gaining the knowledge, skills and attitudes they need to manage their own learning and careers in response to an ever-changing labour market.
- Promote equality of opportunity for all students.
- Ensure individuals can make informed choices and decisions to effectively manage their career for the long-term.

The Policy aims to ensure its service users:

- Have access to free, confidential, impartial information, advice and guidance to support their progression into training, higher education or employment.
- Are given the opportunity to enhance their employability skills to give them an advantage in the labour market through the "**Walsall College Graduate**" commitment, which will enable them to develop independence and personal skills (Skilled, Professional and Enterprising).
- Are empowered to manage their own learning and careers.
- Have fair access to the professions.

Careers Education Information Advice and Guidance (CEIAG) Policy

3. Policy

Walsall College recognises the importance of not only equipping students/apprentices with the qualifications necessary for employment and success in the workplace, but also the right skills to secure higher education options. We will provide:

- Information and guidance about the services available and how to access them
- One-to-one guidance interviews with qualified Level 6 Careers staff to support students with progression into work, training or higher education.
- Access to careers resources to support them in making informed decisions that promote equality of opportunity.
- Careers, HE and Employability sessions to students, as appropriate.
- Referrals to specialist services or other information and guidance providers where appropriate by agreement with the individual.
- Links with external organisations/employers to provide events and activities for students, which will include talks, presentations, workshops and information from universities, employers, partners and other educational institutes to support progression into training, higher education and employment.
- Promotion of job vacancies and opportunities to students (i.e. Job Alerts).
- Opportunities to build on employability skills via course modules, placement, live briefs, industry links, work experience and voluntary work.
- Support to enable students to gain the confidence to take ownership of their own career development plans enabling them, as a '**Walsall College Graduate**' to compete in the workplace, regionally, nationally and globally.

4. Effective Partnership working:

- A variety of internal and external partnerships and/or Service Level Agreements are negotiated and reviewed yearly with staff, employers and providers, i.e. Heads of Cluster/Apprenticeships, Work Experience Co-ordinator and the Walsall Black Country Impact Team.
- There are also links and access to local specialists and/or third parties i.e. employers, One Walsall Volunteering and Training Providers (e.g. NACRO, Juniper and Nova Training), including other colleges, Universities to help students progress into training or employment.

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5. Parents/Carers/Guardians/Employers

Walsall College will work in partnership with parents and employers to raise students' aspirations and support them in helping their children to make informed decisions when planning their learning and careers via:

- The application/admissions process.
- Schools liaison.
- Careers guidance interviews.
- Parents evening.
- Higher Education Parents Information Evening.
- Open days and events.
- College publications – Talent and Inside Story.
- Admissions events.

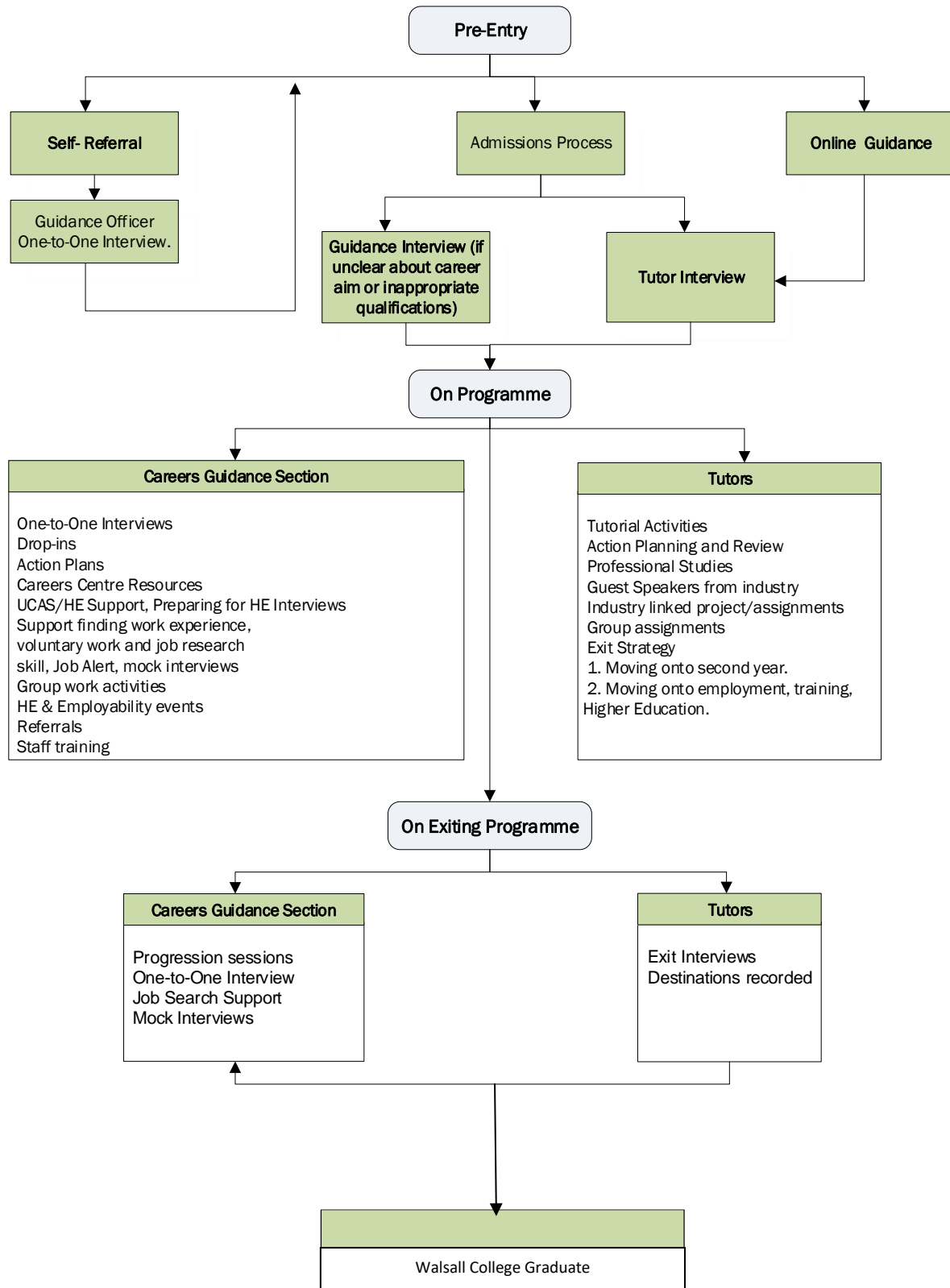
We will actively engage in gaining feedback from parents/carers/guardians and employers in order to improve the quality of the service.

6. Staffing:

All Walsall College Careers staff are experienced and competent and have ten years or more experience in delivering Careers Education Information Advice and Guidance in a College setting. The team consists of a Careers Co-ordinator and 3.5 Careers Officers. All Careers staff have a minimum of Level 6 Careers Education/IAG qualification with some holding other degrees and postgraduate qualifications. The Careers Co-ordinator has 18 years' plus experience of delivering Careers Education Information Advice and Guidance in Colleges and has overall responsibility for managing the Careers Guidance Team/Service and the Aspire to HE team, to ensure a high quality impartial information advice and guidance service is maintained. The Assistant Principal for Learning Services, line manages the Careers Co-ordinator and oversees the student experience and staff within her remit.

Careers Education Information Advice and Guidance (CEIAG) Policy

7. Procedure



Careers Education Information Advice and Guidance (CEIAG) Policy

8. Related Policies and Procedures

- CEIAG Guidance Entitlement Statement
- [Walsall College Graduate](#).
- Admissions Policy