

# Careers, Education, Information, Advice and Guidance Entitlement CEIAG STATEMENT

Walsall College aims to provide all students, prospective students, parents, guardians, carers, other interested individuals and groups with a high quality free\*, impartial, information, advice and guidance service. The statement adheres to the DFE (Department for Education), Statutory Guidance for schools and guidance for further education colleges and sixth form colleges. The college also continues to maintain and achieve the matrix Quality Award for providing quality IAG to all and The QiCs (Quality in Careers Standard) Gold Standard for the Careers Service provision for 14-19 year olds. It also addresses and incorporates the College's Mission Statement and is linked to the College's Strategic Ambitions. The latest update (July 2021) can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1002972/Careers\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf)

## Our Mission:

*Walsall College is uniquely and proudly vocational, delivering technical, professional and community education. 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

As a service user you are entitled to confidentiality unless: -

- You are at serious risk of harming yourself
- You are likely to put others at risk
- You give information about a child or vulnerable adult that may be at risk of harm
- You are under 18 and tell us that you have been abused

## As a Walsall College Student, the CEIAG Service entitles and provides you with full access to the following:

- Outstanding free\*, individual, impartial, information, advice and guidance in relation to careers and employability, provided by experienced and qualified Career Professional Advisers, who are always working to the above standards to ensure both safe practice and quality of service
- Confidential careers guidance appointments with a member of the Careers Guidance Team which we aim to book within 10 working days or sooner and follow up appointments if required
- A flexible drop-in service for quick queries
- Pre-entry and on-course advice and guidance on options and alternative routes
- Relevant careers software packages e.g. Unifrog, GOAL (in house personal development platform), including useful websites and resources i.e. NHS and the National Careers Service, to ensure individuals are enabled to make informed career choices
- Job Search where you can register for part-time job opportunities
- Attend careers, Higher Education and employability events, activities and group sessions

- Support in finding and using information in a format that is best for you
- Support and advice on CV's, application forms, mock interviews, job search, LMI (Labour Market Information), apprenticeships/traineeships, voluntary work/work experience and work-based learning
- Advisers available/present at Open days/evenings and Apprenticeship Events
- Higher Education and University support– UCAS Process, HE Research, Mock interviews, HE Student Finance
- Prospective students are also welcome to use and access the service where relevant
- Help us improve our services by telling us what you think through questionnaires, suggestion and complaint schemes
- The statement is reviewed annually by our Quality Team and Senior Management Team (SMT)

## The Careers Guidance Team are based at the Wisemore Campus and are available as follows:

### Wisemore Campus

Term Time and holidays (expect Christmas, Bank Holidays and College closure days)

|                   |                 |
|-------------------|-----------------|
| Monday - Thursday | 8.45am - 5.15pm |
| Friday            | 8.45am - 4.00pm |

### Drop-in service for current students

Monday to Thursday – 10.00 – 3.00

Room A019 – Ground Floor - Wisemore Campus

The team will also travel and provide a tailored careers service to students at other campuses i.e. Green Lane, Hawbush & Portland Street (Digital Engineering Skills Centre)

Ask your tutor to contact the Careers Guidance Team on your behalf or email: [guidanceteam@walsallcollege.ac.uk](mailto:guidanceteam@walsallcollege.ac.uk) to book a careers appointment to see a Careers Officer or telephone: 01922 657000

### Main Wisemore Campus Address

Wisemore Campus  
Littleton Street West  
Walsall  
WS2 8ES

### General Data Protection Regulation (GDPR)

Walsall College will collect your personal data when you use the careers education, information, advice and guidance service. The information that we collect is necessary in order for us to carry out our public task, we also use the data for the purpose of equal opportunities monitoring. We will not share your personal data with any third party without your written consent, unless we have a legal obligation to do so. Please read the full privacy notice at:

<https://www.walsallcollege.ac.uk/corporate/show/privacy-notice>

\*Access to all is free, unless linked by Contract with a third party.