



# Careers Education Advice and Guidance

Policy



DEPARTMENT	INFORMATION ADVICE AND GUIDANCE
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*Bringing talent to life...*



# Careers Education Advice and Guidance Policy

To request a copy of this document in an alternative format such as large print, please contact 01922 657000.

## 1. INTRODUCTION

Walsall College aims to provide all students/apprentices, prospective students/apprentices, parents, guardians, carers, other interested individuals and groups access to a high quality free\*, confidential, impartial, careers education, information, advice and guidance service, when required. The policy adheres to the [Careers Guidance for Colleges \(DFE, 2018\)](#). The organisation has also regularly 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.

*\*unless contractually agreed to charge specific third-party organisation's for services provided*

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- 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.

### 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. See External Providers Policy below
- Promotion of job vacancies and opportunities to students (i.e. an opt in Job Alerts service).
- 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. Faculty Directors/CDM (Curriculum Delivery Managers), Walsall Black Country Impact Team and Erasmus + Programme GECKO European Work Experience Opportunity
- An ongoing variety of formal and informal working partnerships with our internal Apprenticeship, Work Experience, Marketing, Admissions & Student Finance Teams and Faculty/Curriculum areas.

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- 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. See External Providers Policy below.

### 5. Parent/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.
- Open days and events.
- College publications – Talent and Inside Story.
- SEND (Special Educational Needs & Disabilities) events

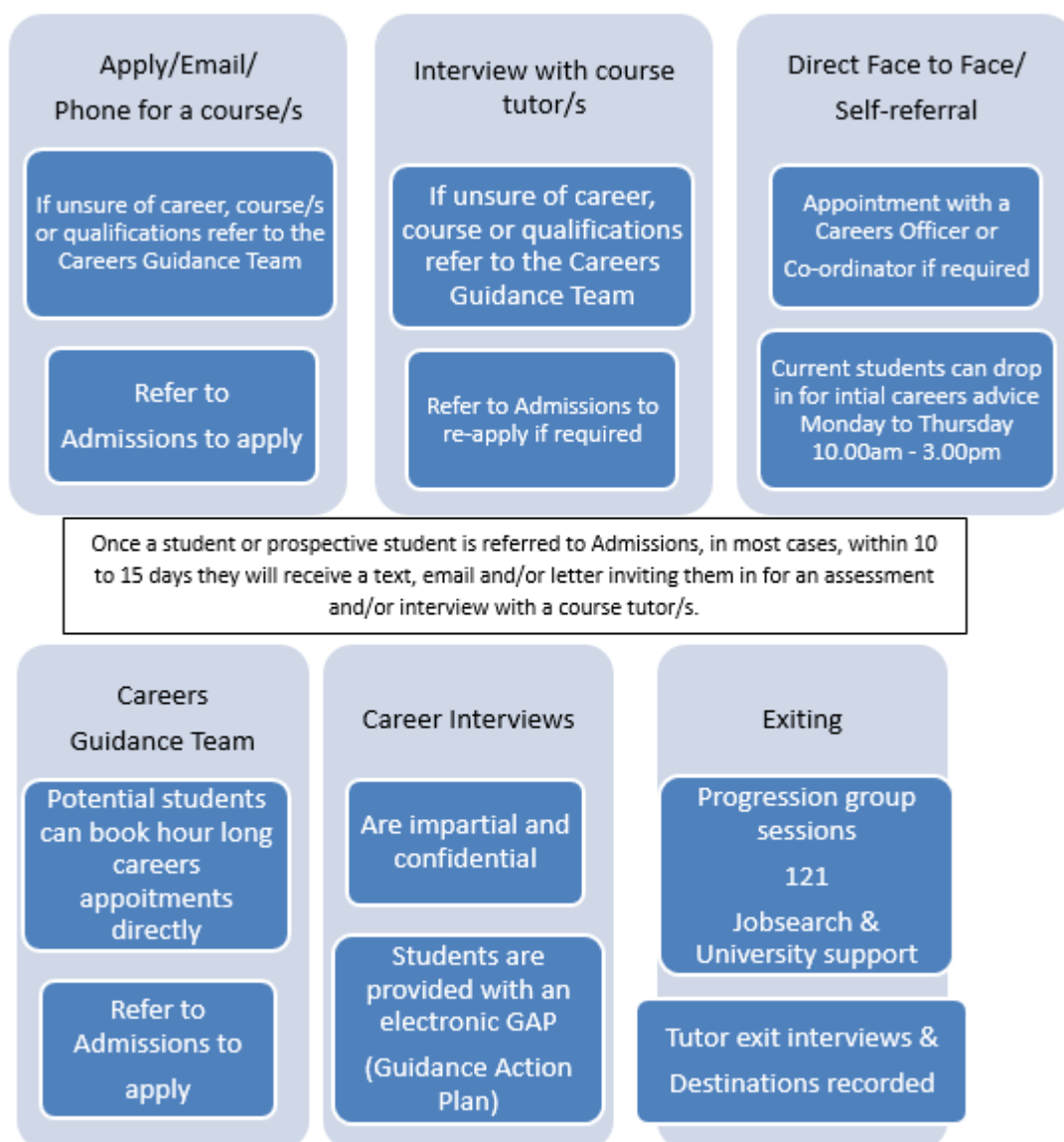
We will actively engage in gaining feedback from parents/carers/guardians and employers in order to improve the quality of the service.

### 6. Staffing

All Walsall College Careers staff are experienced and competent and collectively have over thirty 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 three 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 20 years' plus experience of delivering Careers Education Information Advice and Guidance in Colleges and has overall responsibility for managing the Careers Guidance Team to ensure a high-quality impartial information advice and guidance service is maintained. The Assistant Principal – Quality & HE, line manages the Careers Co-ordinator and oversees the student experience and staff within their remit.

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## 7. Student Referral Procedure



## 8. Related documents

- [External Providers Policy](#)
- [Careers Education Information Advice & Guidance Entitlement](#)
- [Walsall College Graduate](#)
- [Gatsby Benchmarks](#)