



Careers Education Advice and Guidance

Policy 

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



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1. Introduction

Walsall College aims to provide opportunities for all students/apprentices, prospective students/apprentices, parents, guardians, carers, other interested individuals and groups access to a high quality free*, confidential, impartial and independent careers education, information, advice and guidance through interactions with the careers team, frontline staff and curriculum. The policy adheres to the [Careers Guidance for Colleges \(DFE, 2023\)](#) and works towards the [Gatsby Benchmarks](#). 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 Vision and Purpose and is linked to the College's Values. The College will provide an adequate and sufficient budget to ensure relevant careers resources are purchased.

Our Vision and Purpose:

Walsall College's vision is transforming lives and our communities through learning. Our purpose is to deliver excellent, inclusive learning which empowers students with skills and confidence to thrive in work and in life.

Our Shared Values - I-CARE

- Inclusive - We celebrate diversity, creating an environment where everyone feels they belong, are respected and valued
- Collaborative - We value teamwork and open communication, a catalyst for collaboration
- Accountable - We own our actions and decisions, fostering trust and transparency throughout our organization
- Resilient - We adapt and thrive in the face of change, ensuring sustained performance and continuous growth
- Enterprising - We embrace proactivity and innovation, actively encouraging fresh thinking and initiative

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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 pathway in response to an ever-changing labour market.
 - Ensure individuals can make informed choices and decisions to effectively manage their career both in terms of next steps and long-term goals

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*

- 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 the Personal Development Careers Programme, work experience placements, live briefs, industry links and voluntary work.
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- 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 are negotiated and reviewed yearly
- Internal ‘Service Level Agreements’ are negotiated with Faculty Directors and CDMs (Curriculum Delivery Managers) to ensure an effective careers programme is delivered to all students
- External Partners include the Black Country Careers Hub, National Careers Service, Walsall Works, Walsall Council, The Link and Jobcentre Plus.
- An ongoing variety of formal and informal working partnerships exist with the internal teams for Apprenticeships, Work Experience, Marketing, Admissions & Student Finance Team and all Faculty/Curriculum areas.
- There are also links to local specialists and/or third parties i.e. employers, One Walsall Volunteering, Training Providers, other colleges and Universities to ensure a high proportion of 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 Young People to make informed decisions when planning their learning and careers via:

- The application/admissions process
- Schools’ liaison
- Careers guidance interview
- Parents evening
- Open days and events
- 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

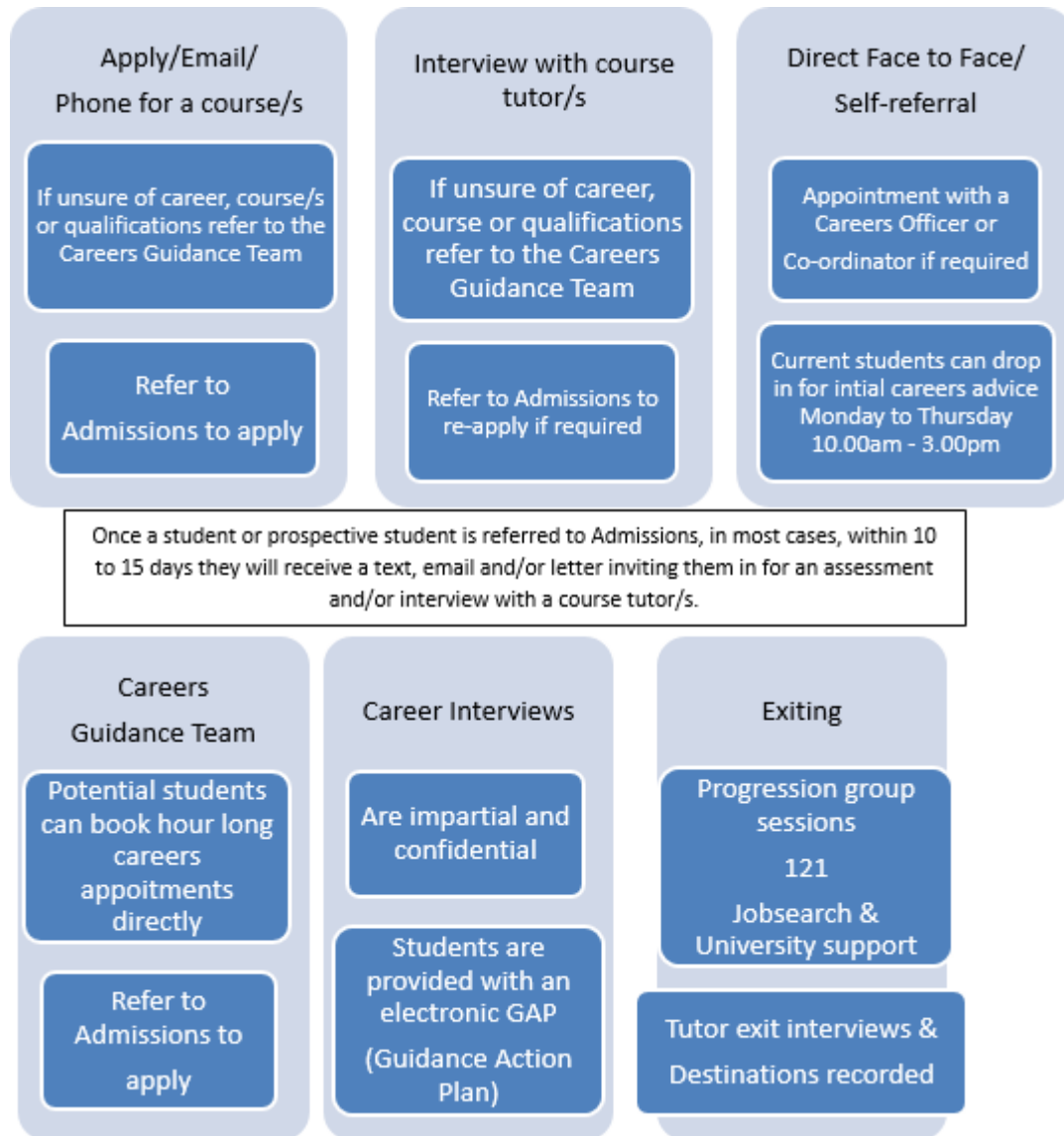
Walsall College has a highly qualified and experienced careers team of four, however there is the expectation that general IAG is offered by all front-line staff including teaching staff.

7. Recording and Reflecting

It the expectation that all Students and Apprentices will reflect regularly either through Walsall College Graduate (online Individual Learning Plan) or in reviews upon the career’s interactions they receive, from the Careers team, front line staff or external agencies such as Universities or employers.

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8. Student Referral Procedure



9. Related documents

- Careers Strategy 2023-2025
- [External Providers Policy](#)
- [Careers Education Information Advice & Guidance Entitlement](#)
- [Walsall College Graduate](#)
- [Gatsby Benchmarks](#)