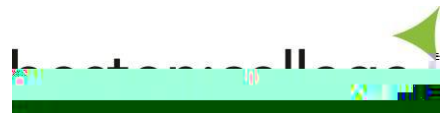


# **LEARNER RELATED POLICY: CAREERS EDUCATION, INFORMATION ADVICE, AND GUIDANCE**

This policy is biennially reviewed to ensure compliance with current regulations

**Approved/reviewed by**

Reviewed by:



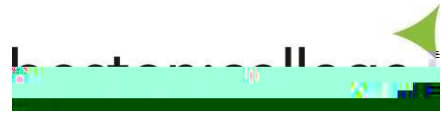
## 1. Document Control

### 1.1. Document Details

Title	Careers Education, Information Advice and Guidance
Author	Abid Hussain & Jill Pickwell
Version	3.0
Date	November 2023
Status	Published

### 1.2. Revision History

Version	Date	Author	Comments
1.0	May 2021	Vicki Locke	Definitive Release
2.0	Feb 2022	Vicki Locke	Definitive Release
2.1	Mar 2022	Kelly Harris/Sharon Posey	Addition Of Appendix 2 Careers Strategy

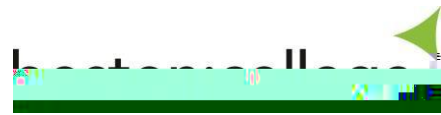


## 1. **INTRODUCTION**

Boston College is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) which is accessible to all learners and assists them to plan and manage their personal progression and career planning.







“ Information on a wide variety of education providers, including HE talks and visits.

Senior Learning Leads together with Personal Tutors are responsible for delivering and evaluating careers education through taught programmes and the Tutorial programme for which schemes of work and lesson plans are produced.

Careers Advisers will also deliver specialist tutorials related to careers education. These may include tutorials on C.V. Production, Letters of Application, Application Forms, Interview Skills, Mock Interviews, Job Search Skills, Progression Options, Personal Statements, UCAS applications, updates/information from Student Finance England relating to student finance.

### **Apprentices**

All learners on Apprenticeship programmes are allocated a tutor and/or assessor. Apprentices receive an induction and will be signposted to resources through Smart Virtual Learning Environment (SVLE). All Apprentices have access to IAG through the Apprenticeship Team and the Careers Team.

### **Part-time Learners/Adult/HE**

All learners on part-time/adult HE courses will be allocated a course tutor or course co-ordinator who will provide an appropriate induction programme and continuing on-course support. Part time learners have the same access to the Careers Team for support, advice and guidance.

## **3) Careers Team**

Careers guidance appointments are delivered by a member of staff with a minimum of Level 6 Careers qualification (or working towards). All appointments are impartial and confidential. Appointments are available at all campuses and within the community and are made available for all learners.

The Careers team are responsible for:

- maintaining and developing materials for use in Tutorial sessions, MS Teams, at events, and learners Cross College Teams.

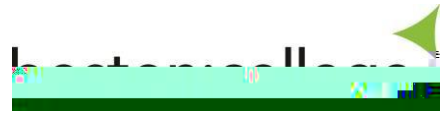
- Advertising any job opportunities we are aware of.

- Provide talks and presentations to student parents or stakeholders.





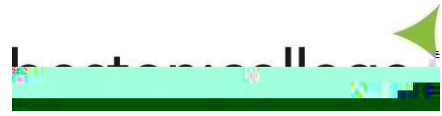




## 8. **RELATED POLICIES**

### **Links with Other Policies**

Admissions; Data Protection; Quality Assurance; Educational Visits; Work Experience; Induction Code of Practice; English & Mathematics Learner Support and Tutorial Curriculum . Full-time Learners & Apprentices.

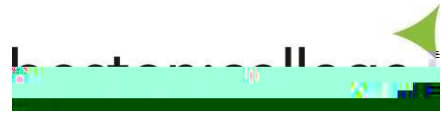


## **APPENDIX 1**

### **Definition of CEIAG**

**Careers Education** - a programme of learning activities that enables people to: -

“

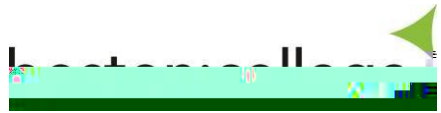


## APPENDIX 2

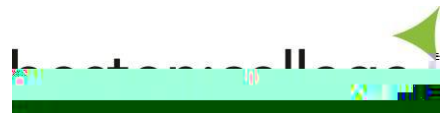
# CAREERS STRATEGY

## 1. OUR MISSION

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their employers, their communities and for the future.



2.



### **3. THE CAREER PROGRAMME**

All our courses will embed the following aspects in their programmes of study.

- Ø 1:1 Careers Guidance appointments and drop-ins
- Ø Careers advice at enrolment
- Ø Swap not Drop interviews
- Ø Career Pathway discussions
- Ø Next Step discussions
- Ø Transition (Bespoke for SEND)
- Ø Annual Reviews (Bespoke for students with EHCPs)
- Ø GCSE Open Event - 1:1 Careers Advice available
- Ø College Open Event - 1:1 Careers Advice available
- Ø Taster/Induction Events - 1:1 Careers Advice available
- Ø Parents Event - 1:1 Careers Advice available
- Ø Adult Learner Event - 1:1 Careers Advice available
- Ø Volunteer Fair
- Ø UCAS appointments
- Ø Effective personal statements
- Ø Mock Interviews
- Ø Student Finance support
- Ø Budgeting at University
- Ø University Visits
- Ø HE Fair
- Ø Parents HE Briefing
- Ø Progression Events
- Ø How to find an Apprenticeship
- Ø Apprenticeship Talent Pool
- Ø Apprenticeship Week
- Ø Jobs Fair
- Ø Employability Skills (Making Adult Curriculum)
- Ø Work Experience
- Ø Rights and Responsibility
- Ø Skills Competitions
- Ø Search/CV/Letter Support
- Ø Mock Interviews
- Ø Encounters with employers

### **4. EMPLOYER ENGAGEMENT**

The college has dedicated Employer Engagement working with local and national businesses. We have business breakfast events, external speakers, masterclass opportunities, industry days, employment fairs, DWP and job fairs throughout the year.

The College actively encourages employers to be involved with activities and events in College. The College uses employers to review updates on industry.

