

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY



Policy Group: Curriculum

Effective: August 2023

Approved: Emma Barrett-Peel, Chief Operating Officer

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Director

Next Renew Date: August 2024

Ref no: 8.11



GUIDANCE

Vision

Transform lives through learning

Values



PASSIONATE - We are passionate about inspiring young people, adults and our Purple People to be their best and we take pride in creating a positive learning environment to fulfil their potential.



UNSTOPPABLE - We are unstoppable in our quest for the pursuit of excellence. We are dedicated and resilient to develop ourselves and our learners.



RIGHT - We treat each other with respect and strive to do the right thing through insight, inclusion, honesty, growth and trustworthiness.



PARTNERSHIPS - We support the people surrounding us in our everyday lives, building effective partnerships with businesses, learners and all stakeholders where we can pass on our knowledge and skills to help them meet their goals.



LEARNERS - Learners are at the centre of everything we do and we are driven to provide life-changing and life-long learning for them.



EMPOWERED - We encourage our Purple People to be independent and autonomous to maximise their goals surpassing their barriers and targets. Feel it, believe it, live it.

Tone of voice

Our tone of voice takes its direct influence from our core values. We are passionate about people and learners and are driven to get the best out of everyone by understanding them. We are caring and supportive, as well as being determined and striving for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of Amendments
August 2023	Whole Document	Annual Review

INTRODUCTION

At Learning Curve Group (LCG), we are committed to providing high-quality Careers Education, Information, Advice, and Guidance (CEIAG) that empowers learners to make informed decisions about their future career paths. This policy outlines our approach to CEIAG and sets out our objectives, responsibilities, and the procedures we will follow to ensure that our learners receive comprehensive support in making well-informed choices.

Applies to

All members of staff.

Reason for policy

The aim of our CEIAG policy is to ensure that all our learners have access to a structured and cohesive program of careers education, information, advice, and guidance. We aim to foster an inclusive and supportive environment that enables individuals to identify and pursue their aspirations and potential career paths effectively. This includes the initial interaction with LCG, whilst in learning and continues when engaging with Alumni (Appendix 1) learners.

This policy and procedure do not form part of your terms and conditions of employment and can be changed at any time as we deem appropriate.

POLICY

Our CEIAG program is designed to achieve the following objectives:

- a. **Raise awareness:** Introduce learners to a wide range of careers, employment opportunities and education progression, promoting an understanding of the world of work and education, along with the skills required for success.
- b. **Develop employability skills:** Provide guidance on the development of essential employability skills such as communication, teamwork, problem-solving, and adaptability.
- c. **Addressing the Needs of Each Learner:** Provide support for SEND or disabilities learners with the correct support. Ensuring financial support and guidance is provided where possible.
- d. **Raising learner aspirations:** Providing impartial careers guidance, tailored to the individuals needs, to ensure they consider the widest possible range of careers and/or progression opportunities available to them.
- e. **Inform decision-making:** Equip learners with the information and resources needed to make well-informed career decisions, including educational pathways, training options, and labour market trends. Access to [CareersPro](#) will be available for learners and parents/guardians.
- f. **Promote equality and diversity:** Ensure that all individuals, regardless of background, have equal access to CEIAG services and support, promoting diversity and challenging stereotypes.

- g. Partnership working: Collaborate with external organizations, education establishments, employers and industry experts to enhance the range and quality of CEIAG opportunities available to our learners.

This programme will align to the [Gatsby Benchmarks](#), the requirements of the [Education Inspection Framework](#), the [Matrix Standard](#) and other external stakeholders.

ROLES AND RESPONSIBILITIES

Senior Leadership

It is the responsibility of the Senior Leadership to:

- Ensure that the CEIAG policy is effectively implemented, and appropriate resources are allocated to support its delivery.
- Oversee the appointment of a designated CEIAG lead responsible for coordinating the CEIAG program and its integration into the curriculum/training framework.

Head of Careers (CEIAG Lead)

It is the responsibility of the Head of Careers to:

- lead on the strategic planning, implementing, and evaluating the CEIAG program in consultation with relevant stakeholders.
- Develop, implement and evaluate the impact of a Careers Education Calendar for LCG, mapping out the academic years events.
- Liaise with appropriate departments on creating links with external organizations, employers, and professionals to facilitate work-related learning experiences and careers-related activities.
- Create a training programme to provide training and support to teaching staff and coaches to enhance their ability to provide appropriate CEIAG to learners, across the provisions.
- Provide accurate reports on the impact of the CEIAG programme at LCG, with clear KPI's against targets being monitored on a regular basis.

Careers Coaches

It is the responsibility of the Careers Coaches to:

- Be Careers Hub Leaders for LCG, supporting with guidance and resources.
- Attend Network events, creating links with key agencies and sector/regional specific employers, and cascade relevant guidance to relevant areas of LCG.
- Be pastoral support leaders working with relevant departments to support the CEIAG programme.
- Support Teaching staff with integrating CEIAG opportunities into the curriculum/training and provide guidance and support to learners in exploring career options.
- Support learners to develop employability skills and assist them in setting realistic and achievable career goals.
- Become Learner progression champions for LCG.
- Become the champions for the Parental Engagement strategy at LCG. (See Appendix 2)

Academy Managers

It is the responsibility of the Academy Managers to:

- Monitor progress of CEIAG.
- Ensure Prosuite, (Prosolution, Promonitor and Proportal) is used correctly to monitor progress of CEIAG.
- Intervene when CEIAG activities are not monitored correctly.
- Implement this policy for their staff.
- Review factors that influence the progression of learners.
- Liaise with parents and carers of under 18-year-olds should careers advice is needed.
- Celebrate achievements, it should be a positive tool as well as supporting at risk learners

Teaching Staff

It is the responsibility of the Teaching Staff to:

- Integrate CEIAG opportunities into the curriculum/training and provide guidance and support to learners in exploring career options and next steps.
- Establish expectations of excellent engagement and promote all aspects of CEIAG where appropriate.
- Manage performance of learners who do not engage with CEIAG activities, recording on ProMonitor all actions taken to re-engage.
- Tracking and correctly recording all activities that fall under CEIAG. Recording on Promonitor where appropriate.
- Plan how learners are given the relevant opportunities to catch up with any missed CEIAG activities. Recording these on Promonitor where appropriate.
- Celebrate achievements, it should be a positive tool as well as supporting at risk learners. Recording these on Promonitor where appropriate.
- Support learners to develop employability skills and assist them in setting realistic and achievable career goals.

Learners

It is the responsibility of the learners to:

- actively engage with the CEIAG program
- attend relevant sessions
- take ownership of their career development.

Parents/Guardians

It is the responsibility of the Parents/Guardians to:

- Support LCG's Parental/Guardian engagement strategy (Appendix 2)

- Engage in an open communication approach with LCG and be proactive in mutual support for the learners to create a strong sense of partnership between parents/guardians, learners, and LCG.

DELIVERY OF CEIAG

The delivery of CEIAG will involve a range of activities and interventions, including but not limited to:

- Initial Pre-course CEIAG discussions, recorded on the Salesforce (CRM).
- Induction Process.
- Completion of Individual Learning Plan (ILP)
- On-going assessment, enrichment activities, progress reviews and progress to learner destination monitoring.
- Career workshops and activities.
- Work shadowing and work experience opportunities.
- Simulated work experience in a work environment.
- Career fairs and employer engagement events.
- One-to-one careers guidance sessions.
- Online resources and tools for self-assessment and exploration.
- Industry-specific visits and guest speakers.
- Exit CEIAG monitoring.
- Sustained Learner Destination monitoring.

EVALUATION AND REVIEW

We will regularly evaluate the effectiveness of our CEIAG policy and make improvements based on feedback and outcomes. This will be done through monitoring the Careers Programme, Promonitor, Pros

The policy will be reviewed to ensure that it remains relevant and aligned with the evolving needs of our learners and the labour market.

IMPLEMENTATION

This CEIAG policy will be communicated to all relevant stakeholders, including learners, employees, parents/guardians (if applicable), and partner organizations. It will be made available on our website and in print upon request.

APPENDIX 1

Alumini Learners

"Alumni learners" refers to individuals who have previously attended or graduated from LCG and are now engaged in employment or alternative educational pursuits. These individuals have already completed their studies at LCG but have chosen to stay connected with the LCG community after leaving.

LCG aims to maintain connections with their alumni through engaging in networking events, joining the LCG social networking community. This will ensure that LCG can foster a lifelong learning culture within its community and support their graduates in their professional and personal growth.

Alumni learners can provide numerous benefits to LCG, the community, and themselves. Some of the key benefits of alumni learners include:

- **Enhanced Reputation:** Active and engaged alumni learners can contribute to the positive reputation of LCG. Their continued involvement demonstrates LCG's commitment to producing successful and lifelong learners.
- **Networking Opportunities:** Alumni learners can serve as valuable networking resources for current learners and recent graduates. They can provide mentorship, career advice, and potential job opportunities within their professional networks.
- **Alumni Contributions:** Many alumni learners choose to give back to LCG by making financial contributions to charitable agencies that LCG work with or supporting fundraising efforts.
- **Lifelong Learning:** Alumni learners exemplify the importance of lifelong learning, encouraging others to pursue ongoing education and personal development beyond formal degrees.
- **Industry Expertise:** Alumni who continue their education and stay connected with LCG can bring back valuable insights and expertise from their respective fields, benefitting both current learners and department.
- **Program Improvement:** Feedback from alumni learners can be invaluable for LCG to improve their programs, curriculum, and overall educational experience.
- **Increased Alumni Engagement:** Continued involvement with alumni learners can lead to a more engaged alumni community. This engagement can translate into stronger support for LCG in various ways.
- **Professional Development Opportunities:** LCG can offer alumni learners access to specialized workshops, webinars, and other professional development resources to further their careers.
- **Alumni Ambassadorship:** Alumni learners can act as ambassadors for LCG, promoting its values and achievements to the wider community and potential learners.
- **Alumni Events and Reunions:** Alumni learners can participate in events and reunions, fostering a sense of camaraderie among graduates and facilitating networking and knowledge-sharing opportunities.

Overall, alumni learners represent a valuable and dynamic resource for LCG, enriching the learning experience for current learners, enhancing the LCG's reputation, and fostering a culture of continuous learning and growth.

APPENDIX 2

Parental Engagement and Involvement Strategy

This Parental Engagement and Involvement Strategy outlines our approach to fostering strong partnerships with parents/guardians, involving them in the learners journey, and creating a supportive and collaborative learning environment.

It aims to promote active involvement and positive relationships between parents/guardians and LCG. By working together, we aim to enhance the learners achievement, well-being, and overall learner and parental experience.

Objectives

LCG aims to achieve the following objectives:

- Enhance communication: Establish clear and effective communication channels between LCG and parents/guardians to keep them informed about the learners progress, activities, and LCG updates.
- Involve parents/guardians in decision-making: Actively seek parental input in shaping LCG programs and activities to create a sense of ownership and shared responsibility.
- Support learning at home: Provide parents/guardians with resources, guidance, and workshops to support the learners and encourage progress.
- Celebrate diversity: Recognize and respect the diverse backgrounds, cultures, and languages of parents/guardians, ensuring that our engagement efforts are inclusive and accessible to all.
- Strengthen community partnerships: Collaborate with parents/guardians, community organizations, and local businesses to enhance the experiences and opportunities available to our learners.

These objectives will be done by:

- Regular Communication: Using Proportal to keep parents/guardians informed about the attendance, academic progress, and upcoming events.
- Send out regular newsletters, emails, or SMS updates to share important LCG information and resources.
- Parent Conferences: Discuss each learners progress, strengths, areas for improvement, and set mutual goals for their development.
- Seek feedback and suggestions from parents/guardians through surveys, focus groups, and open forums.

Evaluation and Review

We will regularly evaluate the effectiveness of our Parental Engagement and Involvement Strategy by gathering feedback from parents/guardians, staff, and students. This feedback will be used to make improvements and adjustments to the strategy as needed.