



LINCOLN COLLEGE

**CAREERS EDUCATION INFORMATION,
ADVICE & GUIDANCE POLICY**

2017-18

POLICY CQ/PO/10

SPONSOR

Guidance Team Leader

Equality and Diversity Statement

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

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1 PURPOSE

To ensure that procedures are in place within the College to ensure learners and clients receive and have access to up-to-date and impartial information, advice and guidance that will help them to make well informed, realistic career and employment decisions.

2 AIM

To set out how, when, and by whom Careers Education Information, Advice and Guidance (CEIAG) will be delivered within the College.

3 INTRODUCTION

For individuals to progress and achieve their potential within the modern labour market it is essential that they have the knowledge, experience and skills they need to do this. It is acknowledged that the average individual will change their job and or career on a number of occasions during their working life. Managing these transitions successfully is greatly enhanced if the individuals receive accurate and up-to-date careers and education information, advice and guidance. This is as important, therefore, for the adult learner as it is for the school leaver.

4 CONTEXT

In relation to this policy the term "CEIAG" refers to activities that involve:

- a. supporting clients/learners in their choice of programme at the college
- b. the provision of specialist 1:1 impartial careers information, advice and guidance
- c. teaching learners the skills to make and implement well informed and realistic career decisions and successfully manage change and transition.

5 KEY RESPONSIBILITIES

5.1 The function of supporting clients/learners in their choice of programme at Lincoln College will be carried out by:

- Academic Staff
- Progression Coaches
- Marketing Department Staff
- Student Services Staff
- HE Team

5.2 The function of providing specialist 1:1 impartial careers information, advice and guidance will be carried out by:

- Student Services Guidance Team

5.3 The function of teaching learners the skills to make and implement well informed and realistic career decisions and successfully manage change and transition will be carried out through the College's tutorial programme by:

- Academic staff
- Progression Coaches
- Guidance Team

5.4 In addition:

- Marketing staff will be responsible for planning and executing a range of opportunities for college staff to meet with clients, such as Open Days and Welcome Days
- Library staff will be responsible for maintaining a current, impartial and comprehensive Careers Education Resource base
- Schools Liaison Officer (supported by the Guidance Team) will be responsible for school liaison activities for further education
- HE Widening Participation and Recruitment Officer will be responsible for recruitment activities for higher education.

6 KEY PERSONNEL

The key personnel are:

- Director of Student Services
- Head of Library and Guidance
- Guidance Team Leader
- Guidance Team, Student Services
- Group Director of Marketing and Communications
- Digital Engagement Manager
- HE Widening Participation and Recruitment Officer
- Academic Staff
- Tutorial Team Coordinator
- Progression Coaches
- Work Experience Coordinator
- Head of Quality Improvement

7 KEY OBJECTIVES

The key objectives are:

- To ensure that all learners and clients of the college are assisted in their decision making by the provision of careers education information, advice and guidance that is client centred, timely, realistic, impartial, accurate and supportive
- To ensure that all learners and clients of the college have access to appropriately qualified specialist guidance staff

- To ensure all study programme learners receive CEIAG and preparation for employment activities as part of a tutorial programme
- To ensure that information, advice and guidance provided to learners/clients continues to comply with the Matrix Quality Standard
- To ensure that all learners and clients of the college have access to a range of resources which adequately assist them in their career decision making, which are up to date, relevant and accurate
- To ensure that information, advice and guidance is delivered in a manner which is sensitive to factors such as gender, race ethnicity, SEN and disability and complies with appropriate legislation.

8 KEY ACTIONS

8.1 Pre Entry Course Guidance

- All applicants will receive impartial information and advice from an appropriately qualified member of staff on their choice of programme.

8.2 On Going Guidance for Enrolled Learners: Tutorial Programme

- All Study Programme learners will have a group tutorial covering a range of activities as well as planned review weeks within the academic calendar including CEIAG activities with the focus on improving students' life and work skills delivered by Progression Coaches/supported by Student Services Staff or external providers
- Learners will have a 1:1 progress review conducted by a Progress Coach which monitors learner progress
- All Lincoln College students aged 16-18, whether doing academic or vocational studies or a mix of both, are expected to follow a study programme tailored to their future career aspirations of which preparation for employment forms an integral part
- All students will follow a Preparation for Employment Award. This consists of three tiers:
 - Bronze Award where the student attends 6 essential tutorial modules and must also meet attendance and punctuality requirements
 - Silver Award where the student undertakes internal work experience, volunteering and enrichment opportunities and four Student Common Room activities
 - Gold Award which takes place on an employer's premises where a student carries out a particular task or duty, or a range of tasks or duties, as would be expected of an employee, but with the emphasis on the learning aspects of the experience.

8.3 Specialist Careers Guidance Interviews

- All interviews will be conducted by an appropriately qualified person
- Learners will be entitled to an interview of a minimum 30 minutes duration
- Interviews will be confidential, impartial and client centred
- All learners attending a guidance interview will be entitled to an action plan describing what steps need to be taken to achieve their stated aim
- Learners may receive support from a Guidance Adviser on an ongoing basis if required
- Guidance available from the Guidance Advisers includes help with career planning; writing an action plan; job search skills; UCAS applications; writing a personal statement; CVs and applications; helping identify the skills possessed; researching opportunities; changing direction; finding out about volunteering and work experience; higher education matters; taking a gap year; next steps after College and interview skills (jobs and university)
- All interviews will be conducted in accordance with the Code of Practice for Guidance within Lincoln College
- Clients are entitled to seek redress through the College Complaints and Grievance Procedure should they not be satisfied with the service they receive, full details of which are available from the College's Main Receptions at Lincoln, Newark and Gainsborough and the College website
- All information pertaining to learners/clients will be kept in a manner in accordance with the College Data Protection Policy.

9 REVIEW

This policy will be reviewed on an annual basis in order to ensure its continued relevance.