

<b>Policy</b>	<b>Careers Education Information Advice and Guidance Policy - SS 64</b>
<b>Document owner</b>	Head of Quality
<b>Date first implemented</b>	June 2020
<b>Date last reviewed</b>	March 2021
<b>Date of next review</b>	March 2022
<b>Date governor-approved</b>	June 2020
<b>Associated documents</b>	Provider Access Policy
<b>Reference documents</b>	<p>This policy reflects the national agenda to improve careers-based information, advice and guidance and is based on:</p> <ul style="list-style-type: none"> <li>• Career Guidance: for further education colleges and sixth-form colleges, 2018</li> <li>• Good Careers Guidance, 2014</li> <li>• The Matrix Standards, 2017</li> <li>• The SEND Gatsby Benchmark Toolkit – second version 2021</li> </ul>
<b>Initial reviewing body</b>	Learning & Quality Team
<b>Final approval body</b>	Standards & Effectiveness Committee
<b>Published on website</b>	No

<b>Purpose</b>	To ensure a clear policy is in place to guarantee every student has access to high quality career guidance, allowing them to make informed decisions about their future.
<b>Scope</b>	All students, parents/carers and employers
<b>Equality, Diversity &amp; Inclusivity</b>	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i>  <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

### Careers Information, Advice and Guidance

Derwen College will always strive to achieve the best possible outcomes for its students, placing great importance on preparing students for their transition from college to their next steps.

The College has a Careers Education Information, Advice and Guidance (CEIAG) programme that is self-evaluated through the external Matrix standard on a three-year cycle and an annual review, in order to ensure constant improvement. The programme and CEIAG is reflective of and tailored to meet the needs of young people with SEND.

### **Staff involved**

Derwen College uses a whole-college approach to delivery, starting from the admission process, with embedment and discrete delivery of identified aspects throughout the student's programme.

The College purchases services from an independent Level 5 Career Advisor and is working towards establishing its own Level 6 advisor.

The College's Quality Manager is the named member of the Career Development Institute (CDI) and works closely with curriculum staff to co-ordinate the delivery.

The Transition and Supported Internship Coordinator provides personal guidance to both students and parents/carers through the College's review process.

Annual training for key staff is sourced through independent specialist providers to enhance engagement within the programme, and embed careers and work-related learning into pathway areas.

### **Delivery of Careers Education Information, Advice and Guidance**

Derwen College strives to develop meaningful links with external stakeholders creating a varied range of post-college opportunities from further education, independent living, volunteering to paid employment. It endeavors to provide a stable employability programme that is influenced and reflective of career and Labour Market Information (LMI).

Curriculum design within Pathways and at Satellites is influenced by current destination data and Labour Market information. Programmes of study provide a vast range of work experience opportunities, raise individual's confidence and aspirations. Derwen College is a registered member of the National Careers Service, receiving regular reviews of national Labour Market Information.

Each student has regular tutorials with their Personal Tutor where they focus on the development of a person-centred plan, identifying changing and developing skills and aspirations.

### **Reporting and Monitoring**

The College regularly collects and reports on intended and actual destination data (inclusive of work and living circumstances) for all students, benchmarking against other Specialist Providers.