

STUDENT RELATED POLICY: CAREERS EDUCATION, INFORMATION ADVICE, AND GUIDANCE

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Assistant Principal: Student Experience	
Reviewed by: Careers Leader	
Date of next review	October 2027

This policy and procedure is subject to The Equality Act 2010 which recognises the following as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation, and Disability.

1. Document Control

1.1. Document Details

Title	Careers Education, Information Advice and Guidance
Author	Abid Hussain & Jill Pickwell
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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
3.0	November 2023	Jill Pickwell	Definitive Release
4.0	October 2025	Jill Pickwell	Key Changes - College Mision has been amended within Aims. Success Coaches added throughout. Link to the 2025-26 Careers programme has been added. 'Learners' replaced by 'students' throughout

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

1. INTRODUCTION

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

Please note that definitions of CEIAG can be found in Appendix 1

AIMS

The aim is to help and support any student, in making informed decisions about their future, in line with the College Mission *“To inspire lifelong learning, growing people to be their brilliant best, energising our communities and brightening our futures.”*

The College will ensure that by delivering high quality, professional CEIAG students develop personal, social and employability skills and attitudes to enhance employability and are supported in their career choices. A further aim of this policy is to contribute to enhancing students; retention and achievement through raising aspirations and engagement in development of positive future career planning.

Objectives

Ensure all students have:

- Access to professional and impartial 1:1 careers guidance which provides opportunity for confidentiality
- Access to a Careers Education programme that makes students better informed of progression, career and employment routes
- Opportunity to improve employability skills and their understanding of and awareness of the world of work.
- Access to data and accurate information about work, employment, higher education and apprenticeship opportunities
- Support and guidance with training, further and higher education routes
- Access to relevant labour market intelligence

Student Outcomes

Students' Career Exploration

Students will be able to:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities
- Access appropriate information, resources, help and guidance
- Understanding the full range of options available to them from various sources of information.

Students' Self Development

Students will be able to:

- Understand self and key qualities and skills.
- Develop skills including team work, problem solving, independent enquiry, resilience, managing own career choices
- Through work experience, test their effectiveness in the work place and develop skills

Students' Progression

Students will be able to:

- Make and implement career choices
- Decide on the next step in their career
- Manage transition
- Search for appropriate opportunities and develop networks
- Prepare for work, training further or higher education through written application process and at selection interview.

2. **CEIAG PROGRAMME**

The College has a published Careers Programme which is available on our website. This will be evaluated on an annual basis taking into account feedback from students, parents, staff and employers.

[Boston-College-Careers-Programme-25.26.pdf](#)

a) **Pre-College**

- Offer each prospective student an individual discussion with an experienced member of staff to explore course choices and links to future aspirations.
- Undertake a series of events such as presentations, school liaison activities, open events, online events to provide information so prospective students can make informed decisions.
- Supply relevant and up to date information through our website.
- Provide, where applicable, taster events to help with decision making process.
- Provide support throughout this process including specialist support with Transition Officer if applicable.

The information and advice will be provided by a range of college staff, including Student Services, Marketing, Registry, Admissions team, Tutors and Success Coaches.

Staff from schools and other agencies who provide information will be offered training events to raise their understanding of college services.

b) In College – Study Programmes

All full-time students will be allocated a personal tutor and/or a Success Coach whose role will be to support, track and monitor progress. Students will be informed about the role of the Personal Tutor through induction.

The Tutorial curriculum programme is delivered through a central framework (see Tutorial Curriculum – Full-Time Students & Apprentices Policy).

Within the programme all tutors/Success Coaches will (dependant on area): -

- ensure that students have access to and use information about career paths and labour market information.
- ensure that students understand how their programme/subject gains them entry to a wide range of occupations.
- ensure that students have at least 2 meaningful encounters with employers or employees.
- ensure that students have meaningful encounters within the workplace either through work-experience or workplace visits.
- ensure that students are directed to appropriate sources of information, both internally and external, to help plan progression and next steps.
- ensure students plan effectively their next steps.
- Refer any students for support to the Careers Team.

Delivery of Careers Education Element

The requirements are met through a combination of the following approaches: -

- Separate, free standing careers events
- Use of supported self-study and independent work
- One to one guidance interviews with Careers Team.
- Work-experience or work-place visits
- Visiting speakers talking about careers or experience of the workplace.
- Educational Visits/Jobs fair
- Information on a wide variety of education providers, including HE talks and visits.

Senior Learning Leads together with Personal Tutors and/or Success Coaches 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.

Success Coaches and Tutors (for level 3 students) 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 students 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 (MITAS). All Apprentices have access to IAG through the Apprenticeship Team and the Careers Team.

Part-time Students/Adult/HE

All students 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 students 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 students. Adult students will also be made aware of the National Careers Service.

The Careers team are responsible for:

- maintaining and developing materials for use in Tutorial sessions, MS Teams, at events, and students Cross College Teams.
- Advertising any job opportunities we are aware of.
- Provide talks and presentations to student parents or stakeholders.

4) Staff Development

Staff Development is available to staff which cover a variety of topics such as statutory CEIAG requirements, benefits of volunteering, UCAS, fees, and financial support. There is also informal training available throughout the year on request for help and advice with careers related topics.

5. Impartiality and Confidentiality

- It is a primary requirement that information, advice and guidance is impartial and in the best interests of the client.
- It is recognised that Boston College will not always be the most appropriate provider of education and training.
- Personal information provided by clients during a careers appointment will remain confidential to those staff within the College who are part of the advice, guidance and support process, unless disclosures relate to safeguarding where staff will follow college procedures.
- At times it may be necessary to discuss client's requirements with other members of staff within the College, this will only be actioned with consent of the student.
- Where it is necessary to pass information to other agencies the client's permission will be obtained in writing, unless disclosures relate to safeguarding where staff will follow college procedures.
- Confidentiality will be maintained unless there are safeguarding concerns.

6. PARTNERSHIP WORKING

The College partners with LincHigher and works closely with the project to raise aspirations and ensure students reach their potential. Boston College aims to work with the local community to best meet its needs. The Careers Services aims to continually build links and develop schools liaison activities, for the benefit of students, with secondary schools, universities, community organisations such as voluntary bureaux, jobcentre plus, etc.

a) Schools Liaison

- The College is committed to close and effective links with schools, pupils and parents by initiating links with schools and responding positively to requests for co-operation.
- The College will offer a range of opportunities for schools, other local training providers and individual pupils to visit the College to participate in learning activities and to benefit from information, advice and guidance.
- The College will provide schools and other local training providers with information about courses and services using a range of media, personal visits into College and schools and presentations.

- The College will supply information to pupils, parents and schools from any area, although will focus its school liaison work on schools within its catchment area. The catchment area is defined by the boundary within which the Local Authority offers subsidised travel to college.

7. QUALITY

Boston College currently hold the Matrix Quality Standard for the Information, Advice and Guidance.

Monitoring, Reviewing and Evaluating

The College has a nominated Careers Leader

Jill Pickwell - Jill-L@boston.ac.uk

The College also has an Assistant Principal: Student Experience

Abid Hussain – abid@boston.ac.uk

These members of staff are responsible for monitoring, reviewing and evaluating the Careers Service, delivered by the Careers Team and CEIAG within curriculum in conjunction with the Assistant Principal: Quality and Performance. This will take place during PMRs, audits, student and parent feedback.

The CEIAG will be reviewed through the quarterly College Performance Monitoring Cycle.

CEIAG curriculum is also monitored through quality awards such as 'The Matrix Standard' to ensure careers provision is varied and information is impartial, accurate and accessible.

8. RELATED POLICIES

Links with Other Policies

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

APPENDIX 1

Definition of CEIAG

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

- Learn factors that guide and influence people's career prospects and development;
- Explore how these could affect their future choices, why they need to consider them when making their own career decisions and plans, and how they can do so;
- Develop and practice the self-help skills they need to progress their own career plans and development, including the effective use of IAG.

Information - the provision of accurate, up-to-date and objective information on opportunities, progression routes, choices, where to find help and advice and how to access it.

Advice - the provision of advice through activities that help people to gather, understand and interpret information and apply it to their own situation.

Guidance - the provision of impartial guidance and specialist support to help people understand themselves and their needs, confront barriers, resolve conflicts, develop new perspectives and make progress.

APPENDIX 2

CAREERS STRATEGY

1. OUR MISSION

To ensure that all our students achieve their brilliant 'best' for themselves, their employers, their communities and for the future.

OUR VALUES

- **Bravery** – The College aims to encourage students to have high aspirations and ambition for their future
- **Respect** – The College will respect students' choices and provide impartial advice and guidance
- **Inspiration** – the College aims to provide opportunities for students to be inspired by employers/events/partners
- **Growth** – the College encourages students to grow their confidence to enable them to achieve and progress at their own levels
- **Hope** – the College encourages an environment that creates hope for all students achieving their aspirations
- **Truth** – The College will provide transparent, up to date and relevant information and guidance to students
- **Energy** – the College aims to inspire students' motivation and energy for inspirational and energising speakers and future goals.
- **Nurture** – The College aims to develop students' career path and progression with ongoing support throughout the year as required

Objectives

That all students have:

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- Access to a Careers Education programme that makes students better informed of progression, career, and employment routes
- Opportunity to improve employability skills and their understanding of and awareness of the world of work and access to labour market intelligence
- Access to data and accurate information about work, employment, and apprenticeship opportunities

2. CEIAG PROGRAMME

The College has a published Careers Programme which is available on our website. This will be evaluated on an annual basis considering feedback from students, parents, staff, and employers.

a) Pre-College

- Offer each prospective student an individual discussion with an experienced member of staff to explore course choices and links to future aspirations.
- Undertake a series of events such as presentations, Q&A forums, open events, online events to provide information so prospective students can make informed decisions.
- Supply relevant and up to date information through our website.
- Provide, where applicable, taster events to help with decision making process.
- Provide support throughout this process including specialist support with Transition Officer if applicable.

b) In College

Within the Tutorial curriculum programme, all tutors and Success Coaches will: -

- ensure that students have access to and use information about career paths and labour market information.
- ensure that students understand how their programme/subject gains them entry to a wide range of occupations.
- ensure that students have at least 2 meaningful encounters with employers or employees.
- ensure that students have meaningful encounters within the workplace either through work-experience or workplace visits.
- ensure that students are directed to appropriate sources of information, both internally and external, to help plan progression and next steps.
- ensure students effectively plan and record their next steps in Pro Monitor.
- Refer any students for support and careers guidance to the Careers Team.
- Make students aware of their entitlement in relation to Careers Support & Guidance via the Careers Programme.

3. THE CAREER PROGRAMME

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

- 1:1 Careers Guidance appointments and drop-ins
- Careers advice at enrolment
- Swap not Drop interviews
- Career Pathway discussions

- Next Step discussions
- Transition (Bespoke for SEND)
- Annual Reviews (Bespoke for students with EHCPs)
- GCSE Open Event - 1:1 Careers Advice available
- College Open Event - 1:1 Careers Advice available
- Taster/Induction Events - 1:1 Careers Advice available
- Parents Event - 1:1 Careers Advice available
- Adult Student Event - 1:1 Careers Advice available
- Volunteer Fair
- UCAS appointments
- Effective personal statements
- Mock Interviews
- Student Finance support
- Budgeting at University
- University Visits
- HE Fair
- Parents HE Briefing
- Progression Events
- How to find an Apprenticeship
- Apprenticeship Week
- Jobs Fair
- Employability Skills
- Work Experience
- Rights and Responsibility
- Skills Competitions
- Search/CV/Letter Support
- Mock Interviews
- Encounters with employers

4. EMPLOYER ENGAGEMENT

The college has a dedicated Business Development Team 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.

