



# MidKent College

## Careers Education, Information, Advice and Guidance Policy

Document Details			
<b>Policy Number</b>	MKC-Careers-001	<b>No. of Appendices</b>	0
<b>Document Title</b>	Careers Education, Information, Advice and Guidance Policy		
<b>Document Description</b>	This policy is for all MidKent College stakeholders and details how the College delivers an impartial and professional Careers Education, Information, Advice and Guidance (CEIAG) service to students.		
<b>Effective Date</b>	August 2024	<b>Review Date</b>	August 2025
<b>Version Number</b>	2	<b>Review Cycle</b>	Academic Year
<b>Document Status</b>	Approved	<b>New Policy</b>	Y/N

**Major change is defined as:**

*Anything that represents a significant change of working practice, legal requirement, procedure or process within the organisation, or a change that impacts an employee's terms and conditions of employment.*

**Minor change is defined as:**

*Any change of dates, job titles or terminology that do not represent a significant change to working practice. Examples changes of terminology to reflect current legislation/ DfE/Ofsted such as the change of terminology in the safeguarding policy from peer-on-peer abuse to child-on-child abuse.*

<b>Document Authorisation</b>				
	<b>Authorisation Required</b>	<b>Initial and Role</b>	<b>Digital Signature</b>	<b>Date</b>
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**Policy Cross References** - This policy should be read in conjunction with any other associated policies, with particular reference to:

<b>Policy Name</b>	<b>Policy Number</b>

### **Document Revision History**

<b>Version Number</b>	<b>Date</b>	<b>Summary of Revision</b>
V1	10/03/2023	New policy
V2	23/07/2024	Minor updates to wording

# CONTENTS

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1	INTRODUCTION .....	4
2	SCOPE.....	4
3	OBJECTIVES .....	5
4	DEFINITIONS.....	6
5	POLICY MONITORING, REVIEW AND EVALUATION.....	6
6	POLICY DISTRIBUTION .....	6

# 1 INTRODUCTION

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MidKent College is committed to ensuring the provision of Careers Education, Information, Advice and Guidance (CEIAG) is a service available for all prospective and current students to ensure they are informed, inspired, motivated and able to fulfil their full potential.

This policy specifies MidKent College`s:

- Approach to the delivery of a high quality careers provision for the purpose of enabling students to develop their understanding of career and progression routes and the level of preparation required for the workplace.
- Role in supporting students' ability to progress effectively within their learning and the labour market, and therefore underpinning social mobility and economic efficiency.

## Statutory Framework

This policy has been drawn up on the basis of MidKent College's statutory duty as stated in the [Careers Strategy 2017](#) and its responsibilities in line with the 8 Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with Further and Higher Education
8. Personal guidance

This policy contributes to the wider strategic aims and objectives of MidKent College.

# 2 SCOPE

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This policy applies to all current and potential students. Additionally, it applies to all staff involved in the delivery of CEIAG.

The MidKent College CEIAG policy is informed by and should be read in conjunction with the following national bodies and related publications:

- [Matrix Quality Standard](#): this is an international quality standard that benchmarks CEIAG services against best practice and offers accreditation to those providers that meet the full standard.
- [The matrix Standard 2017](#): Guidance for Further Education Establishments matrix Quality Standards
- The Career Development Institute (CDI) develops and maintains the standard of professional practice in career development. The CDI aims to ensure that "careers professionals in England have the knowledge and skills required to enable young people to make informed decisions about learning and work pathways". The CDI Code of Ethics is available at: <http://thecdi.net/Code-of-Ethics>

- [DfE Careers Strategy](#)
- The Gatsby Benchmarks, [Good Career Guidance](#)

### 3 OBJECTIVES

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#### **We recognise that:**

- We have duty to provide all students with high quality and professional CEIAG.
- We must equip students to develop personal, social and employability skills and attitudes, and support them in their career management.

#### **We will provide this service to students by:**

- Providing access to professional and impartial one-to-one careers guidance to prospective, current and former students about courses to enable them to be better informed of potential progression, career and employment routes, and to understand the skills, attributes and behaviour required to succeed.
- Embed careers education into students' study programmes by building and maintaining cross-college relationships with a wide range of staff, including curriculum and personal tutors, and delivering group work during timetabled activities.
- Delivering a Careers Education programme to inform students of progression, career and employment routes, by linking careers education to curriculum learning.
- Creating opportunity to improve students' employability skills and their understanding and awareness of entrepreneurship through experiences within the workplace and meaningful encounters with local and national employers.
- Provide access to accurate and current information about education, employment and apprenticeship opportunities, including application methods and requirements.
- Providing access to information about employment and training opportunities, and supporting the student in navigating labour market intelligence.
- Supporting and guiding students through information on Further and Higher Education routes.
- Contributing to and supporting MidKent College strategies to raise achievement and reduce attrition by providing timely and impartial advice and guidance to ensure students apply for and enrol on suitable study programmes to enable them to achieve realistic goals.
- Offering a range of informative and relevant careers events, enrichment and activities throughout the academic year.
- Responding to individual needs and raising aspirations, challenging stereotypes and promoting equality and diversity.
- Promoting social mobility and contributing to the widening participation agenda, ensuring that all individuals are equipped with the knowledge, guidance and support to be able to reach their potential, irrespective of socio-economic status, gender, ethnicity, health, location or background.
- Developing and maintaining relationships with employers and local organisations to sustain knowledge of current labour market information and skills requirements, cross-industry.

- Monitoring, evaluating and continually improving the benefits to students and service users through the use of destination data, feedback and Student Voice.
- Retaining matrix Standard accreditation and continuing to uphold the principles of best practice and continuous improvement.
- Working with local education providers to meet the access requirements outlined in the Department for Education's Statutory guidance for schools and guidance for further education colleges and sixth form colleges on '*Careers Guidance and Access for Education and Training Providers*'.

### **Quality Assurance:**

MidKent College CEIAG service hold the matrix Standard whereby the quality of the service is assessed against accredited best practice. This is reviewed annually, with a re-accreditation assessment every three years.

Careers Advisers also follow the Career Development Institute (CDI) Code of Ethics to ensure the highest levels of professionalism.

Student feedback is key to the development of the careers provision within the college and is obtained through evaluations after one-to-one guidance, group work, large scale talks, events and activities. Student feedback forms part of our Quality Assurance measure and consequently influences the development of the careers provision.

### **Provider Access:**

MidKent College will support local schools and education providers by attending events that are considered meaningful encounters for their pupils.

MidKent College will work with and provide access to alternative educational options to all its students to enable them to make informed decisions about their next steps.

## **4 DEFINITIONS**

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## **5 POLICY MONITORING, REVIEW AND EVALUATION**

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A review of this policy will be undertaken by the review date by the policy writer and the Senior Manager responsible. The policy will then be presented to the Risk and Audit Committee, the Board of Directors of the subsidiary company and the Full Governing Body for approval.

## **6 POLICY DISTRIBUTION**

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A current version of this document is available via SharePoint and on the MidKent College website. It does not contain confidential information and can be released to external parties.