



Careers Education, Information, Advice and Guidance at Kirklees College

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The purpose of this policy is to ensure that all students will be able to access careers education, information, advice and guidance (CEIAG) that will support them in making informed, realistic decisions about their future careers.

Supporting students in this decision process is the responsibility of all staff involved in the student journey, however there are 4 key teams who will lead on delivery, Careers Team, Work Experience Team, Pastoral Support Team and Curriculum Teams.

In line with this policy the Head of Student Recruitment, Careers and Customer Service, will ensure that an impartial careers service is available for all students to access in order to support them in making realistic, informed decisions about their future careers.

This applies to all students enrolled with Kirklees College

Owner of this policy: Head of Student Recruitment, Careers and Customer Service

IAG policy	September 2022 – August 2023
Careers / Policies	

1/ Careers Education and IAG Service

The college provides an independent careers service via a 3rd party company - Calderdale and Kirklees Careers (C&K). This contract is regularly reviewed to ensure it meets the needs of the college and its students.

The contract provides:

- Level 6 qualified careers advisors based in college for all students
- Specialist provision to support students with EHCP's
- Additional support at identified times from the Participation Team to support students at risk of dropping out, or not attending college.
- Data sharing to support reducing the NEET numbers, and destination recording.
- Up to date resources to support the delivery of Careers Education and IAG for staff and students to access
- Continuous professional development for staff involved in delivering or supporting IAG

Students aged 19+ who fall into identified externally set categories can also access a service provided by Education Development Trust as part of a national contract or be referred to C&K Careers Service Adult Team. Students can access these facilities off campus for personal appointments, via a telephone service or via their websites. Both services are advertised across college and via the college careers contract.

2/ Access to the careers service and resources

Prior to joining the college, potential students can access the careers service;

- By requesting an appointment
- Via a referral during the applications process
- At advertised open days that take place at Springfield, Pioneer and Huddersfield Centres
- At all advertised in-person enrolment sessions

Student already enrolled at the college;

As a large multi-centre college it is not possible to ensure a staff member at all centres at all times, however students at all centres can access a variety of services and resources to support their decision making via;

- A central careers service is located within Huddersfield Centre in the Atrium. Students can access advisors and resources.
- All other centres have advertised times when the team will be visiting the centres for 1 to 1 appointments / drop-ins
- The Learning Resource Centres have a careers section within their resources
- All students can access a large variety of resources via the VLE, including podcasts, recorded sessions, guides and links to key external websites

- All students can request an appointment via the on-line booking system, utilising the QR code or via a drop in. Appointments are facilitated in a variety of methods including face to face and via Teams.
- College staff can refer students, or students self-referral can be made via pro-monitor
- Careers Advisors provide a drop-in service at all centres advertised in advance

3/ Careers Education

All students enrolled on a Study Programme will have access to careers education via their curriculum team, the work experience team and tutorial and the Personal Development Programme. This will be covered in a variety of formats including;

- Units of a study programme and the teaching of professional standards
- Visiting speakers and industry visits
- Work Placement Tutorial and work placements
- The Personal Development programme
- Workshops provided via the careers service
- Resources on the VLE
- All students participate in work placement and completion of the accompanying passport document via the work experience tutorial.

All other students will still be able to access careers education programme/service via the above methods where appropriate to their studies.

4/ Identified weeks in college to support careers education and IAG

- *Induction week*: Information regarding the careers service and what it can offer will be made available to all students during induction week.
- *Swap Don't Drop* – takes place during across the first 6 weeks of term advertised across college providing students with an opportunity to swap courses.
- *Employability Week*: Timed to compliment national careers week in March will see students having the opportunity to participate in a variety of activities including; careers conventions, visiting speakers, mock interviews, visits to industry.
- *HE Week (May)*: For students in the first year of a two year Level 3 programme, HE week will provide students with an opportunity to start thinking about degree level study. This will include workshops on the degree level study at Kirklees College, the UCAS process and workshops presented by visiting local universities. This week will kick start the UCAS application process.

5/ Work & Industry Placements

- Work placements will be incorporated into study programmes for students 16 - 18 (or up to 24 with an EHCP) and are a vital part of developing a young person careers aspirations. Placements range in length as some courses require students to complete a fixed number of placements hours to achieve their qualification. Placement requirements will be discussed during the application and enrolment process.
- Work Placements are a minimum of 30 hours in a role relevant to the qualification being studied. Students will also receive additional support to develop their employability skills including finding and applying for roles, interview preparation and CV writing. All work placements are recorded on navigate (regarding student) and pro-engage (regarding employer / company)
- All students have a dedicated work experience officer allocated to their curriculum area to help them find and plan their placements and support them with making the most of the opportunity as well as participating in a work placement tutorial each week.

6/ Monitoring of the service

All elements of careers education will be part of the college self-assessment process.

Students will be able to feedback on these services at identified points via the main college student satisfaction survey and student voice forum. Users of the service will also be asked to complete evaluation forms at identified points to measure the impact of service.

External assessment of the service will take place via the approved agencies e.g. Matrix

7/ Equality and Diversity

The college welcomes and celebrates equality and diversity. We believe that everyone should be treated fairly regardless of their age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background.

8/ Safeguarding Policy

The college recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. College expects all staff and volunteers working on behalf of the college to share this commitment.

9/ CEIAG Group

The college have an identified working group who will oversee the Careers Education Programme. The group will meet formally twice a year. However sub groups, with extended membership will meet regularly to plan and co-ordinate operational activity.

Membership is:

- Head of Student Recruitment, Careers and Customer Service + nominated Careers Lead
- Head of Faculty nominee (Head of Student Support, Development and Inclusion)
- Assistant Principal nominee (Assistant Principal Quality and Study Programmes)
- Student Recruitment and Careers Team Leader
- Work Placement Manger
- Pastoral Support Manager
- A Representative of the college careers team
- Curriculum Representative
- Nominated College Governor

Invited to attend sub groups:

Careers Enterprise Company Rep

C&K Careers

Business Development Team (Apprenticeship Recruitment element)

Mission Statement
Creating opportunity, changing lives



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