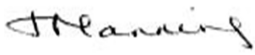






# Careers Education and Information, Advice and Guidance Policy

**Policy Ref: TMP39v5**

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2024
	Colin Foster	Assistant Principal		July 2024
Approved by	Martin Heaton	CEO		July 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**


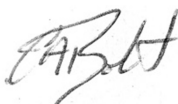
# Careers Education and Information, Advice and Guidance Policy

Policy Ref: TMP39v5

## Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2021	Initial issue	JM/CF
v2	July 2022	Review of roles, responsibilities. General updates to widen details and scope of policy	JM/CF
v3	July 2023	Annual review, references checked and updated, incorporates amendments following Joanne Taylor's review	JM/CF
v4	April 2024	Updated staff details and some text, following Joanne Taylor's review	JT/CF
v5	July 2024	Annual review, references checked and updated	JM/CF

## Board of Governors Approval History

Version	Approved by	Signature	Date
v2	Dominic Kohl, Chairman of the Board of Governors		July 2022
v3	Claire Bolt, Board of Governors		Oct 2023

**Date of Next Policy Review:** July 2025

## **Définitions**

Throughout this policy document TMP Studios CIC is referred to as 'TMP College'.

CEIAG is an abbreviation for Careers Education, Information, Advice and Guidance.

## **Purpose**

The purpose of this policy is to ensure that all learners and potential learners have access to informed, impartial and supportive careers education and guidance which will enable them to make informed career decisions which are consistent with their abilities, needs and destination.

TMP learners understand that the underpinning of their chosen vocational subject is the career they aspire towards. It is considered to be the 'golden thread'.

## **Objectives**

TMP College is committed to providing high quality and impartial information, advice and guidance which supports learners to plan and manage their education and their career and contributes to the raising of learner participation, achievement and progression. We adhere to the 'Baker Clause' and aim to guide and advise our learners without any bias information.

Careers Education, Information, Advice and Guidance (CEIAG) will promote the following to all learners: self-development, career exploration, workplace experience, independent investigation and progression planning. CEIAG supports people in using the knowledge and skills they develop to make and implement decisions about learning, work and independence that are right for them. All TMP students are on a careers learning journey, and will have opportunities to create memorable life experiences.

This policy and procedure will be implemented in accordance with our policies on equality and diversity and any guidance provided will not be influenced by the student's background or situation. Advisers will promote career choice based on interests and potential, and challenge stereotyping or discrimination where encountered.

## **Named People within the TMP Staff Team**

The role of the careers leader is one of the most important in education as they support colleagues, SLT and Governors in ensuring that our learners are provided with the careers knowledge to understand and find their next best step.

TMP has appointed a Careers lead; Joanne Taylor, who also coordinates CPD for the whole staff team. Joanne is Head of Personal Development and in the process of completing a Level 7 qualification; PGA Careers Lead with Warwick University.

Julie Bebe, our Head of Student Welfare, also holds a level 4 CEIAG certification.

All staff at TMP share and understand the importance of learners identifying and recognising their own strengths and weaknesses, in order to take ownership of their own future and grow throughout life. Staff understand the importance of ensuring that their own continued professional development is crucial in modelling our expectation of our young people.

## **General**

The Ofsted Common Inspection Framework states that inspectors will consider:

- the extent to which students receive appropriate and timely information, advice and guidance on their next step in training, education and employment
- students' development of an understanding of careers and progression opportunities and their ability to benefit from training and development opportunities'.

## **Statutory Requirements**

TMP College complies with the statutory requirements set out in the following DfE document:

*Careers guidance and access for education and training providers*<sup>1</sup> (Published 25 March 2015, Last updated 5 Jan 2023)

The above document requires governing bodies, college leaders and college staff to work towards embedding the eight Gatsby Benchmarks.

- A stable careers programme
- Learning from careers and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

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<sup>1</sup><https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

The DfE Principles of Impartial Careers Education state that a good quality, impartial careers programme should:

- empower young people to plan and manage their own futures
- respond to the needs of each student
- provide comprehensive information and advice
- raise aspirations
- actively promote equality of opportunity and challenge stereotypes
- help young people to progress.

### **Quality Standards**

TMP College is MATRIX<sup>2</sup> accredited and complies with all the external assessment requirements of this scheme.

### **Entitlement**

All learners and prospective learners are entitled to impartial information, advice and guidance to assist with course choice, career planning and transition into College.

Learners are entitled to career education, information, advice and guidance (CEIAG) which:

- is impartial, client-centered and free from institutional bias
- is accessible, available and visible
- is provided by appropriately qualified, knowledgeable and experienced staff
- respects confidentiality
- supports achievement and enables progression
- operates in accordance with TMP College's Equality and Diversity Policies
- is planned, resourced and quality assured.

### **Elements of Career Education, Information, Advice and Guidance**

Effective careers advice and guidance should:

- build on previous discussions about the student's progress in learning, their personal development and career development
- enable students to make informed decisions and support them through this process in an appropriate way
- record agreed action points for use in further guidance sessions
- be impartial and free from institutional bias.

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<sup>2</sup> <https://matrixstandard.com/>

CEIAG is available to all learners at the following key decision points:

Pre-entry - Pre-entry entry guidance to help ensure appropriate course choice which is appropriate to their long-term career aims and may cover these broad areas:

- Their choice of learning programme
- The entry requirements for each learning aim within their programme
- An assessment of the suitability of the learning support
- The costs of the programme

On programme - Guidance on progression into further study, training or employment

Transition/Exit - Guidance including support for early leavers and a higher education clearing service.

## **Implementation**

Careers education, information, advice and guidance (CEIAG) is the responsibility of the leaders, managers, tutors and support staff to ensure that TMP meet the following requirements:

- deliver a cross-provision Career education framework via tutorials, the curriculum or the enrichment programme, as appropriate
- ensure tutors are central to the delivery of Career education

Leaders will disseminate good practice in Career education, information, advice and guidance, and ensure that staff understand the concepts involved.

## **Referral Arrangements**

Where necessary, with the student's permission, he/she may be referred to another provider or agency who can provide a service or course that more closely meets their needs. In these circumstances staff will comply with the following requirements:

- For referrals for Additional Learning Support, staff will help the student in completing the appropriate referral form and ensure that the student is given a copy of the form
- For referrals to any external provider or agency the student will be notified of any links between TMP College and the third party that may impair objectivity
- The referral process will be fully explained to the student to include the following:
  - Details about any other organisation involved
  - Confirmation as to why referral is appropriate
  - Clarification on what is expected of the student
  - The setting of boundaries about the sharing of information with any other agency.

## **Roles and Responsibilities**

The responsibility for this policy lies with the Senior Leadership Team.

### Learners:

- To be actively involved in and take ownership of their progression planning and career development.
- To attend all planned tutorial, careers education and guidance activities including 1:1 guidance interview
- To actively work towards identified targets.
- To work co-operatively with staff and fellow learners, respecting the views of others and the principles of equality and diversity.

### Senior Leadership Team are responsible for ensuring:

- All staff are aware of this policy.
- There are sufficiently qualified and experienced staff and resources.
- All staff have access to training, support and resources which are appropriate to their role.
- Maintenance of quality assurance of standards reflecting Gatsby benchmarks.
- Monitoring and recording of all intended progressions and destinations for learners to ensure they progress to a positive destination.
- Planning and developing suitable careers education activities for learners in line with Gatsby recommendations.
- Commissioning the services of an external, impartial Careers Guidance Service.

### Teaching and Support Team contribute to CEIAG and are responsible for:

- Providing sufficient course information and advice in various formats to enable prospective learners to make suitable choices.
- Ensuring that they are aware of specialist services, maintaining effective working links and making relevant referrals when required.
- Ensuring that learners are aware of specialist services, tutorial and course-based support.
- Providing information related to progression to Employment, Further Education and Independent Living.
- Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their learners' needs.
- Promoting equality of opportunity, being aware of confidentiality issues and dealing sensitively with information disclosed by learners.
- Have a good working knowledge of the Gatsby benchmarks and use these as the central focus when designing and delivering CEIAG activities
- Involving parents and carers where possible and appropriate in careers interviews with all learners.