




Career Education Information, Advice or Guidance Policy

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Policy Approval

Approval Required:	Please Check		Annual Review Required:	Please Check	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Approval Panel:	Shane Carter				
Approved By:	Name		Signature		Date
	Shane Carter				01/09/2025
Policy Review Date:	August 2026				
Policy Writer/s:	Shane Carter				

Induction

At Shape Academy, career education, information, advice or guidance are embedded throughout all our policies and procedures and integral to our 5-year strategy. CEIAG is heavily represented in many of the priority actions we have identified to promote the importance of supporting our learners achieve their potential. Our primary aim is to ensure all learners have access to high quality CEIAG services that are impartial, offering bespoke support where identified. All key staff members have signed to their commitment of CEIAG services to promote the importance of supporting an equal support system regardless of individuality both presently and relating to their background. All our staff will be party to regular discussions promoting best practice to support this set agendas with an agreed events calendar have been introduced.

Scope

This policy covers all our apprenticeship programmes, study programmes, skills bootcamps, functional skills, additional qualifications and certificates delivered by Shape Academy. Any learner, apprentice or staff who attends Shape Academy will be challenged to raise their aspirations and given access to additional support in order to reach their personal potential.

Aim

To engrain this policy in our culture at Shape Academy, all relevant policies will be adjusted on their renewal dates to consider how they can reflect our commitment to CEIAG. We aim to be the catalyst of change and inspiration to our learners offering both individual and group activities to raise their progression plans, supporting them with the tools to remove barriers, either by seeking external support or by managing obstructions themselves. Shape Academy offers a lifelong commitment to all our learners past and present to support their personal growth journey at any stage they identify the need. We aim to deliver the fundamental function of self-development and be a source of inspiration to aim for more in their careers, both now and in their future.

Shape Academy is committed to carrying out CEIAG services in line with National Principles, our service aims to conform to national standards and benchmarks including the Matrix Standard and guidance provided by the Department for Education and Competition and Markets Authority ensuring IAG is at all times:

- Accessible and Visible
- Professional and Knowledgeable
- Impartial
- Responsive to learners needs (both present & future)
- Friendly and welcoming
- Ensuring the safeguarding and wellbeing of potential and current students
- Open and Transparent
- Confidential
- Committed to Equality & Diversity

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These themes have been considered to create this document.

- We want every person, no matter what their background is, to be able to build a rewarding career.
- We want to challenge perceptions and raise aspirations so that subject and career choices are free from gender bias.
- We want to end the generational cycle of disadvantage which means that people from poorer backgrounds earn significantly less than those with wealthier parents, even when they have the same job, experience and qualifications.
- We want to break down the barriers that currently mean that people with special educational needs and disabilities, or those from disadvantaged groups, experience significantly lower employment rates.
- We want all young people to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace.
- We want everyone to get the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.
- We want our Learners to understand their options and different paths to work, to plan the steps they need to take, and to get from where they are to where they want to go.
- We want our Learners to be inspired about new opportunities they might not have known about (or that might not exist yet) or thought they could not achieve.
- We want our Learners to understand their own knowledge and skills and how they can be used in the workplace.
- We want our learners to be able to get, hold and progress in a job, whatever their age, ability or background
- We want to increase the amount our Learners earn across their working lives.
- We want to improve the well-being of our Learners through doing a job they are good at and enjoy.

Objectives

Our services are available to enquirers, prospective learners, current learners, past learners and staff. We will ensure that learners are aware of our commitment to lifelong support of their development.

Our IAG services aim to be fit for purpose for every individual and that service will be impartial.

Our services will be accurate and professional providing the most relevant and up to date information available.

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Training & Professional Development opportunities will be targeted for all staff to educate and empower, reinforcing the difference careers advice can make to others.

We will endeavour to remain responsive to learner needs and capture this information through both qualitative and quantitative measures at appropriate intervals throughout the learner's journey.

We will ensure the safeguarding and wellbeing of potential and current learners.

We will raise the profile of our CEIAG services to promote use of the services and the attendance of the Raise the Bar workshops.

We have a designated lead for Information, Advice or Guidance, who is qualified at Level 6 Career Guidance and Development (Career Development Professional).

We will reflect to ensure that our services are inclusive to all without exception. We will promote equality and challenge viewpoints when they negatively discriminate both directly or indirectly against a group or individual for any reason.

We will include CEIAG as a permanent agenda point on meetings.

We will feedforward suggestions for improvement to all parties to improve the support and advice we deliver, adding additional external and internal resources to our 'Raise the Bar' workshop plan to remain relevant in industry.

We will ensure all learners to undertake meaningful CEIAG activities when on following their program of study.

We will ensure that there is an accurate and detailed recording of meaningful CEIAG activities with feedback to appraise the effectiveness of the provision.

We will build a network of inspiration and information, including employers and external agencies for our learners to educate on possible career routes and further education.

We will stretch and challenge all learners to promote personal growth and to be a beacon of hope and inspiration, proving a practical toolkit to enable change.

We will offer a friendly and approachable service to all.

We will work with employers to create effective links between their needs and the information we provide to support individual learner growth.

Our Commitment to Career Education Information, Advice or Guidance

1. Providing appropriate, current and relevant learning resources to our learners
2. Make alternative efforts to secure alternative employment if a learner on program is made redundant by their employer.
3. Promote the skills, knowledge and behaviours to help our learners succeed in their chosen career.
4. Keep abreast of changes in industry to ensure our learners are given accurate and relevant information.

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5. Provide ongoing support to help our learners both past and present to achieve their potential.
6. To be a point of contact to support with signposting for the future learning needs of our learners.
7. To provide an unbiased, safe and supportive environment for our learners to develop the knowledge, skills and behaviours needed for a career in their chosen sector.
8. Systematic records of the individual advice given to each learner, and subsequent agreed decisions are recorded to improve their experience. All learners have access to these records to support their career development. All are stored securely. Further details can be found in our Data Protection, GDPR & Security Policy.

This policy will be reviewed on an annual basis at a minimum.

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