CITY OF WOLVERHAMPTON COLLEGE

Careers, Education, Information, Advice & Guidance (CEIAG)

Policy 2026 - 2027

Head of Apprenticeships and Business

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1. Purpose

1.1 City of Wolverhampton College Careers Education, Information, Advice and Guidance Service is available to anyone who wishes to access it whether they are a current student, intended student or not. The service provided is impartial and accessible to all.

1.2 Every student at City of Wolverhampton College is also entitled to continual Careers Education, Information, Advice and Guidance throughout their studies and support into Further, Higher Education or employment.

1.3 This policy supports the College's vision and contributes to meeting the overall strategic objectives.

2. Commitment Statement

2.1 City of Wolverhampton College is fully committed to providing impartial careers education, information, advice and guidance to all students, apprentices and members of the community.

2.2 Careers education helps students to acquire the knowledge, skills, attitudes and attributes to manage their life, learning and work. A student's understanding of career and progression routes, as well as their level of preparation for the workplace, supports their ability to progress effectively within learning and the labour market. This consequently underpins social mobility and economic efficiency. In addition our SEND students focus on preparation for life and their career education underpins their curriculum offer.

2.3 Good careers education can also have a positive effect on soft outcomes for students such as improved attitudes, self-confidence, independence, aspirations and decision making skills. City of Wolverhampton College is committed to delivering a careers related learning programme and access to careers guidance to support the development of all students.

2.4 The College recognises that a successful Careers Education, Information, Advice and Guidance (CEIAG) programme is a partnership between the College, HE establishments, Employers, Connexions and each student. The guidance provided will recognise the individual needs of each student and be provided in an independent and impartial manner to meet those needs.

3. Policy

3.1 Careers education is seen as an integral part of the curriculum, providing students with an opportunity to access a planned and co-ordinated range of activities that will enable young people to prepare for life, deal with choices and transitions related to their future education, training, employment and life in modern Britain.

3.2 The careers education programme is a continuous, progressive process with a sustained application over a student's College journey helping them to develop their

capacity to make decisions and develop their personal qualities to enable them to live satisfying and effective lives in a changing society in which paid employment is a part.

4. Student Entitlement

4.1 All students are entitled to access a careers education programme, students are helped to become more self-aware, provided with better information about opportunities; supported with evaluating information and making decisions; helped with planning their admissions and applications tactics and to ensure that staff who support students are knowledgeable about new opportunities.

4.2 All students have opportunities to acquire and develop the basic skills and attitudes needed and provided guidance that makes a difference to their lives.

4.3 Students will be provided with the tools to support their:

4.3.1 Self development

- Understand themselves so they are self-aware, have a flexible outlook and realistically high expectations.
- Develop key skills including communication, teamwork, reflective thinking, problem solving, independent enquiry and attributes including resilience needed for planning and managing their own career development for employability.
- Be able to analyse critically existing structures or opportunities in work, training and further and higher education.
- Know and understand the full range of options available to them from various sources of information to manage their own career.

4.3.2 Career Exploration

- Understand changes in education, training and employment and the impact of these on career and working life.
- Investigate careers and opportunities in learning, work, and leisure and how these meet local and national priorities.
- Be able to prepare for work.
- Explore opportunities in sustainable and ethical careers
- Awareness of enterprise and how to start their own business.
- Know where and how to access appropriate information, resources, help and guidance.
- Through work experience, test their effectiveness in the workplace and develop social capital through first-hand experience.

4.3.3 Career Management

- Make and implement career plans.
- Decide on and take next steps in their career development using appropriate techniques such as action planning, reviewing and setting smart targets.
- Manage transition.

- Search for appropriate opportunities and develop networks and select method of application fit for purpose.
- Be able to prepare for work by presenting themselves well through written application and at selection interview.

4.3.4 Parent/Carers

- The college website (City of Wolverhampton College Parents' Hub (wolvcoll.ac.uk) has a dedicated area for parents. This includes information on the career related learning programme and opportunities to monitor the young person's progress.
- Progress evenings two each year provide the opportunity for Parent/Carers to discuss with Tutors and Managers student's progress and achievements.
- Managers are available to discuss with parents any concerns throughout the year
- Dedicated line to report absence and punctuality.

5. Our Commitment

5.1 The College will:

- Provide every full-time student with a Personal Tutor as a named point of contact during their course.
- Ensure each student has a minimum of one 1-1 with their Personal Tutor per term in addition to a minimum of two 1-1's per term with their subject teachers to set targets.
- Track and monitor students' academic progress, by setting and reviewing realistic but challenging SMART targets.
- Advise students on personal, social and financial issues which impact on achievement and progression.
- Provide students with the opportunity to consider course options, progression routes and careers advice.
- Evaluate the impact of the career's education programme through the tracking and analysis of students' destinations, taking into consideration relevance and appropriateness when considering their starting point.

5.2 Personal Tutors are aware of their increasingly important role in the provision of progression advice. Personal Tutors in SEND adapt the approach to prepare their young people for life and independence skills based on individual needs. (SEND and Inclusion Policy and Curriculum planning Tools using SOLAR based around the RAPAR framework are used). Basic provision is included in the Tutorials Scheme of Work. Tutorials are a purposeful session on every full-time student's weekly timetable. Their Personal Tutor who is usually a member of the teaching team in their curriculum leads the session. The focus is around achievement and progression to meet career aspirations and preparation for life.

5.3 Personal Tutors further assist students by:

- Ensuring that students are aware of College based HE activities and local HE visits as advised within College communications and through the central College Careers Guidance Team.
- Provide opportunity for interactions with employers in their sector minimum of two per year
- Booking students in and encouraging them to attend special careers focused talks such as HE preparation and Student Finance.
- In discussion with the Careers Guidance Team, arranging specialist sessions in addition to those on the Tutorials Scheme of Work.
- Ensuring that where possible work experience supports and adds value to the student's ultimate career objective.
- Facilitating workshops related to Equality, Diversity and Inclusion along with Safeguarding and PREVENT.

6. Responsibility

6.1 The Assistant Principal Quality and Student Engagement oversees the delivery of Careers Guidance in the College. There is a link Governor for careers.

6.2 The Head of Student Entitlement is the Career Leader for the College and manages the central Careers Guidance Team leading on the organisation of the Personal Tutors and Career Related Learning Programme in Tutorials.

6.3 Personal Tutors have a responsibility for the day-to-day delivery of the careers related learning programme within the Tutorials weekly session with the support of the central Career Guidance Team.

6.5 All teaching staff are expected to contribute to the delivery of CEIAG through their roles as vocational tutors with specific knowledge of their sector.

6.6 Specialist careers sessions are delivered by members of the Careers Guidance Team.

6.7 The CEIAG programme is implemented by the Personal Tutors as part of the Tutorial programme and monitored and evaluated by the Head of Student Entitlement.

6.8 Online information is developed and maintained by the Careers Guidance Team on the College Intranet which is available to all staff and students. Material from tutorials is also available on the Personal Tutor site on Google Classroom.

7. Involvement of Curriculum

7.1 The Careers Related Learning Programme for each course group is constructed around the Tutorials Scheme of Work.

7.2 College events such as 'Apprenticeship Week', HE activities, Progression Week and Careers Week include goal setting using Ontrack. Ontrack is the College student

tracking system where they store all information about themselves and any activities they are engaged in. All students have access to 1:1 Guidance appointments. Connexions carry out IAG sessions with students in the High Needs provision.

7.3 Students are actively involved in the selection, delivery and evaluation of key activities through the 'Speak Out' process and feedback during Learning Walks.

8. Central Careers Guidance Team

8.1 Funding is allocated to the central Careers Guidance Team for the provision of Careers resources and the management of the online resources. The Team Leader for Careers Guidance is responsible for the effective deployment of these resources. The young person can refer themselves to the service or can be referred by other staff especially if they are at risk of dropping out of the course they are on. The Careers Guidance Team are based in the Student Hub on each campus and will be available for drop ins or can be contacted by email careersguidance@wolvcoll.ac.uk or via the website Contact Us - City of Wolverhampton College (wolvcoll.ac.uk) Every guidance meeting is tailored to the individual needs and can be between 1 hour and 1 hour 30 minutes. A plan will be developed during the session and follow up appointments arranged as necessary.

8.2 The College works with a range of partners including training providers, charitable organisations and local employers to secure further access to resources and information. This includes partnerships with HEIs to secure specialist delivery of HE preparatory sessions and access to taster sessions at a range of universities. Our students also have opportunities for funding support through bursaries and scholarships.

8.3 The College is a member of Aim Higher West Midlands and the 'Cafe' Networking Group enabling access to a wide range of careers professionals and information sharing.

8.4 The College is a member of West Midlands Career Hub enabling networking and sharing good practice with other providers in the region.

9. Staff Development

9.1 Staff training is identified through the College appraisal system and fed through Managers to Human Resources (HR). Informal and formal training is delivered by members of the Guidance Team and the Head of Student Entitlement to ensure an effective delivery of services.

9.2 When a training need is identified for a Personal Tutor with their role, a Learning Innovator is assigned to support through Quality.

10. Monitoring and Evaluation

10.1 The College has successfully retained the Matrix standard which reviews the careers education provision across the College. Detail from this informs annual planning and quality improvement.

10.2 Analysis is produced, and reports compiled, on a regular basis from activities such as audits on Ontrack, Student Council Meetings, destination data analysis and College student surveys.