



Careers Education, Information, Advice and Guidance Policy

POLICY OWNER:	Director of Student Experience
AUTHOR:	Head of Careers Guidance & Careers Leader
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FOR APPROVAL BY:	Senior Leadership Team
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1. Policy Statement

Birmingham Metropolitan College (BMet) aims to offer all students support in making decisions about their future career plans and assistance in their progression decisions. For all prospective students BMet aims to offer access to accurate, up-to-date and well-informed advice and guidance on college courses, with referral to impartial careers guidance when required.

Making informed decisions about careers choices is essential for all our students. We offer a high quality, impartial Careers Service delivering information, advice and guidance with integrity ensuring students are on the right courses and preparing them to progress into sustainable education, training and employment to realise their ambitions. This applies to every student at the college and is inclusive of all levels and modes of study.

In line with BMet's Strategic Plan we uphold the company values of placing "students at the heart of everything we do".

Working to our company strategic goals, we aim to improve the employability of our students, helping more people into good jobs and careers:

- Securing outstanding outcomes for all
- Contributing to an all-round student experience of good pastoral support and individual advice and guidance
- Ensuring all students are encouraged and supported to progress as far as they can.
- Supporting our students to become aspirational and progress into a wide range of jobs and careers opportunities.

BMet offers students a quality stable careers programme delivering the eight Gatsby benchmarks and recognised by QiCS as being 'strong'.

2. Purpose

This policy outlines the college approach and practice for offering careers education, information advice and guidance (CEIAG) to current and prospective students. It aims to provide effective and fair access to advice, in accordance with BMet's Diversity and Inclusion policy.

The policy aims to make sure all potential students are well informed about courses and the career pathways related to that course and that all students at the College have access to careers advice and guidance on progression.

For the purposes of this policy the definition of CEIAG is informed by the following publications and national bodies:

- [FE White Paper: Skills for Jobs Lifelong learning for Opportunity and Growth](#)
- [Careers Guidance for FE and 6th form colleges DfE February 2018.](#)

Colleges are expected to comply with this guidance as it forms part of the conditions of grant funding. The paper sets out the long-term plan to “build a world class careers system to help young people and adults choose the right career for them”.

- [Good Careers Guidance 2018 - Gatsby Benchmarks](#)
- [Matrix Quality Standard](#)
Recognised quality standard for IAG services
- [Ofsted Education Inspection Framework](#)
Colleges should be providing an effective careers programme that offers advice, experience and contact with employers to encourage learners to aspire, make good choices and understand what they need to do to reach and succeed in their chosen career, supporting readiness for the next phase of education, training and employment so that learners can make the transition to the next stage successfully.
- [Understanding the role of Careers Leader: A guide for colleges CEC July 2018](#)
- [Career Development Framework, CDI, April 2021](#)

3. Scope

This policy applies to all students studying at the College full and part time and prospective BMet students going through the recruitment process.

4. Other Related Policies

- Diversity and Inclusion Policy
- Admissions Policy
- Enrolment procedure
- Child Protection and Safeguarding Policy
- Work Placement Policy

Statutory Framework

The BMet Careers service is committed to working towards the Gatsby benchmarks as outlined in the guidance document **Careers Guidance for FE and 6th form colleges, DfE February 2018**.

The Careers provision will seek to maintain both the Matrix standard for quality in information and advice and guidance and the Quality in Careers Standard award (QiCS).

A named [Careers Leader](#) responsible for the delivery of careers advice and guidance is published on the BMet website to meet the statutory requirement of along with details of the careers programme.

5. Policy

BMet will provide access to up-to-date, well-informed, impartial careers advice and guidance to all students, raising student aspirations, promoting equality of opportunity and celebrating diversity and challenging stereotypes.

As part of the programme of study students are entitled to pastoral support from personal tutors to track the progression and destinations of students, underpinning good information, advice and guidance, referring students for individual careers guidance from the BMet Careers team. Tutors can also request group sessions on careers issues for their group or book into cross college careers events as advertised in the Careers calendar.

Where appropriate the College will make referrals to other professional bodies for individuals to access specialist advice and support, e.g., National Careers Service, Birmingham Careers Service, and appropriate training providers.

We will provide a wide range of impartial careers resources through accessible printed and digital information and face to face events in addition to individual careers appointments. Careers information is available digitally through the START and Kudos digital careers platforms.

Services & Entitlement

As part of our strategic goals, the Careers team will strive to secure outstanding outcomes for all students, giving good pastoral support and effective, impartial, up to date guidance.

Students are made aware that the College Careers Service is here to help all students:

- Plan their career.
- Choose the right course.
- Change courses if they need to and to
- Progress into work, training or higher education

Students can access:

- Careers information
- Impartial, confidential advice and guidance from Level 6 qualified Careers Advisors
- Information about further education and university level courses
- Information about training and apprenticeships
- Help in looking for and applying for jobs
- Help in applying for university
- Interview advice and preparation for university interviews

Additional careers information and guidance is available through;

- Up to date careers libraries, job and apprenticeship vacancies

- Labour market information via the EMSI tool and LMI4all
- Kudos & START digital software programs to help young people make career choices and support the delivery of a stable careers education programme.
- Student facing careers pages
- Regular Careers postings on plasma screens and Twitter and Facebook
- Personal tutors deliver a careers programme through the tutorial programme drawing on all the above

All students have access to the BMet Careers Service. Services are provided by a team of professionally qualified careers advisers who offer booked appointments and drop-in sessions throughout the academic year. In addition, careers education sessions are available tailored to meet the needs of specific groups. Students receive a programme of careers education and work preparation training through their course delivery and tutorial programme supported by an annual programme of Careers events. Students receive support from tutors and the Careers team in choosing their progression route and in applying to university or for jobs or apprenticeships including on key results days. They will have access to a library of careers resources at each main college site. The Careers team provide training for personal tutors on delivering a stable careers education programme as required through the delivery of the Gatsby benchmarks.

Delivery arrangements for non-main college sites

Services will be provided to students remotely via telephone or on-line and by pre-arranged visits from the Careers team. Services will be provided to students; studying off site, in employer-based provision or in the workplace by telephone or email or arranged visits, if appropriate.

Vulnerable learners

All students with an ECHP, those identified with high needs, looked after children, care leavers and those at risk of becoming NEET are offered priority careers guidance from the careers team.

Support for students seeking work experience

Careers advisers offer support to students seeking work experience suggesting appropriate companies to approach. There is collaborative working with the work experience team so that opportunities with employers can be shared to maximise opportunities for all students.

Support for the unemployed (BMet Careers Advance Academy)

BMet shows an agility of service to respond to emerging needs as the Careers team provide support of vocational guidance service for the Careers Advance Academy learning programme which seeks to help unemployed people plan their career, get a job and be successful in the workplace post COVID.

Support for ESOL students

BMet offers effective support for ESOL students encouraging a peer translation service to ensure students can access CEIAG effectively in order to improve student's ultimate destinations.

Parents, Carers and Guardians

BMet works in partnership with parents and careers and guardians to raise students' aspirations and support them in helping young people make informed decisions when planning their learning and career pathways. This is achieved through several interactions during the learner journey.

- Application, admissions and enrolment processes
- Schools Liaison
- Careers guidance interviews
- Parental engagement events
- Open days and recruitment events
- College publications

BMet will actively engage in gaining feedback from parents, careers and guardians as part of our quality control processes.

Resources

All careers staff will be suitably trained to fulfil their duties. Careers advisers will be trained or working towards level 6/7 in the qualification of Careers Development (QCG). The Careers manager holds the national Careers Leader qualification.

BMet subscribes to the [Careers Development Institute\(CDI\)](#) and all careers staff follow the CDI's professional code of conduct.

BMet subscribes to the [Association of Graduate Careers Advisory Services](#) (AGCAS) membership to support higher education students

All careers information digital and print is reviewed and updated as appropriate at least annually.

BMet Careers Apprenticeship

BMet will commit to train identified staff across the company as Careers Development Professionals (Level 6) to expand the number of trained careers advisers to support BMet students at key points in their learning, ultimately improving student destinations. The training will be paid for via the apprenticeship levy. The wider careers team will support the apprentices by observing vocational guidance interviews and group work.

Training and Professional Development

BMet Careers Advisers will undertake continuing staff development for a minimum of 25 hours per year, as recommended by the CDI's code of professional ethics to ensure that the information and advice they give is correct and up to date. The

Code of ethics outlines the need for impartiality, confidentiality, duty of care to clients, colleagues and the organisation and ourselves, equality, accessibility and accountability.

Staff at other enquiry points, e.g., Contact Centre, Student Experience teams will be trained to handle enquiries appropriately.

The Careers team provide CPD training to personal tutors and other Student Experience staff to ensure IAG is delivered to a good quality.

Links with other organisations

BMet Careers staff will work in co-operation with other organisations to benefit the progression of BMet students including Job Centre's, Universities, training organisations and local, regional, and national employers where they are providing advice and work related and training opportunities for students.

BMet recognises the benefit of networking with external organisations and will continue established strong working partnerships with Careers and Enterprise Company (CEC), Birmingham Careers Hub, WMCA, AoC, UCAS and NCS.

BMet Careers staff will liaise with curriculum staff to share contacts and maximise the potential for cooperation and opportunities for students.

Monitoring and evaluation

The Head of Careers Guidance & Careers Leader will ensure management information is gathered regularly to show usage of the Careers service; this will be analysed and inform development and improvement of the service.

The Head of Careers Guidance & Careers Leader will ensure a range of surveys are undertaken to review the impact of CEIAG services provided. Student feedback will be used to inform decisions about development of all aspects of the service. These will include surveys that are specific to the careers provision and are part of the quality assurance framework.

BMet uses the Compass evaluation tool to gauge progress towards the eight Gatsby benchmarks. The tool measures good practice in careers activity as well as identifying areas for improvement.

BMet will maintain the QiCS award, the national quality award for careers education information advice and guidance, which is strongly recommended by the DfE to accredit our CEIAG services. BMet will maintains the Matrix quality standard for IAG services delivered across Student Experience areas and Inclusive Support.

The Head of Careers Guidance & Careers Leader will ensure that evaluation of the impact of CEIAG services across all services is carried out each term.

6. Staff Responsibilities

The Careers leadership team will oversee the development and management of all Careers related activity. The leadership team will comprise of senior managers and key staff with responsibility for any aspects of Careers delivery services and Careers education. Services will cover but not limited to; those providing career guidance and those responsible for careers education, the tutorial programme, work experience team, apprenticeship team and Careers Advance Academy.

The Head of Careers Guidance & Careers Leader is responsible for the strategic management of the quality of careers guidance across the college. This includes the management of an efficient and effective deployment of staff across the service, attending meetings and organising events to augment the service, managing careers related CPD including the new careers apprenticeship and coordinating UCAS services for BMet.

College careers advisers are responsible for the delivery of a high quality, impartial careers guidance service at each college. This is alongside the delivery of the careers programme, actively contributing to the tutorial programme and providing careers activities in a BMet careers calendar of events as arranged by the Head of Careers Guidance & Careers Leader.

Course tutors supported by line managers are responsible for delivering the careers education programme through the tutorial framework. Tutors are also responsible for encouraging students to prepare and carry out work experience with the support of the work experience and careers teams.

All staff are responsible for ensuring that all published information, both internal and external, is accurate and up-to-date, and for making or reporting required changes as appropriate.

7. Compliance

This policy and related procedures will be reviewed and monitored annually by the Careers Leadership Team.

It is the responsibility of the designated staff/ departments identified in section 6 to ensure that the correct procedures are followed, the policy is adhered to.

The effectiveness of the CEIAG will be continually monitored and reported on using the following methods:

- Annual Self-Assessment Careers Advice & Guidance using benchmarking tools
- Matrix Annual Improvement assessment
- QiCS assessment
- Student Feedback by way of surveys and Student Voice
- Mystery Shopping mechanisms
- Peer Observation process
- Staff Performance reviews

The Head of Careers Guidance & Careers Leader will work closely with Quality, Marketing, Business Development, Inclusive Support and Curriculum departments

to ensure continuous quality improvement and effectiveness of Careers Education, Information, Advice & Guidance at BMet.