The Chesterfield College Group

Careers Education, Information, Advice and Guidance Policy



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Manager Responsible:	Assistant Principal, Student Experience and Wellbeing
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Impact Assessment status	In preparing the Policy, any potential disproportionate impact it might have upon individuals with protected characteristics, as defined in the Equality Act 2010, have been carefully considered. It is the conclusion of the College Group that the Policy does not adversely impact on individuals with any of the protected characteristics.
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Originator	Director of Student Experience and Wellbeing
Responsibility	Senior Management Team

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Aim

Chesterfield College seeks to maximise the life chances of all its students and apprentices and, with reference to young people aged 16-18, to prepare them for life beyond College as they successfully transition into adulthood. This Policy sets out the College vision in terms of Careers Education, Information, Advice and Guidance (CEIAG) which is aligned to the overarching mission: Inspiring Futures, Changing Lives.

The Policy aims to provide a framework and clear commitments through which all students and apprentices have access to a meaningful planned programme of CEIAG, enabling them to make informed decisions about their career pathway and develop suitable employability skills, including those related to knowledge, attitudes, and behaviour.

Scope

The Careers Education Programme is delivered through the Empower Personal Development Curriculum 'Job Prospects' strand and outlines a variety of CEIAG related activities, providing an adaptable framework in which to engage students and apprentices as appropriate to meet their needs. This includes focus on related industry areas and contextualisation to real life career and employability pathways, and employer need.

The Policy sets out how the College will engage with schools to enable them to meet their legal duty to ensure provider access for pupils in years 7-11 to inform them about approved technical education qualifications and apprenticeships.

The Policy has been developed in line with the Department for Education (DfE) guidance document 'Careers guidance and access for education and training providers – statutory guidance for schools and guidance for further education colleges and sixth form colleges' (Updated May 2025).

This Policy demonstrates the College values in relation to CEIAG through a commitment to the 8 Gatsby Charitable Foundation's benchmarks as set out in the next section and recognises that these values are equally as relevant to adult cohorts throughout their learning journey. In delivering to these benchmarks the College and its community accept that all staff are aware of the importance of CEIAG in education and take responsibility to deliver this; this is not the sole responsibility of the Careers Advisors.

All students and apprentices have access to impartial careers guidance delivered by a suitably qualified College Careers Advisor, or via signposting to services offered by or on behalf of the National Careers Service, as do new applicants as part of their application and transition journey.

This policy and associated operating procedures apply to Chesterfield College, which includes Learning Unlimited, and to our subsidiary companies; Training Services 2000 Ltd (LU Derby), Learning Unlimited ATA Ltd and Recruit Unlimited Ltd.

Policy Statements

Chesterfield College is committed to delivering excellent teaching and learning to students and apprentices and, equally, to providing opportunities for individuals to become self-aware, access opportunities for personal growth, and be equipped to make successful transitions into the world of

work and contribute successfully to society. The College recognise that personal and social development is at the heart of all learning for the person to develop to be their most successful self.

Through the Careers Education Programme the College demonstrates its commitment to meaningful CEIAG objectives which are aligned to the Good Career Guidance Benchmarks for young people in colleges (informed by the Gatsby Benchmarks) and which ensures that the College:

- Provides a stable careers programme.
- Uses learning from career and labour market information.
- Addresses the needs of each student.
- Links curriculum learning to careers.
- Provides opportunities for encounters with employers and employees.
- Provides experience of workplaces.
- Provides opportunities for encounters with further and higher education.
- Provides personal guidance.

Chesterfield College believes that good CEIAG connects learning to the future, to the needs of employers, and is aligned to industry growth. It should motivate people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens peoples' horizons, challenges stereotypes, and raises aspirations. It provides them with the knowledge and skills necessary to make successful transition to the next stage of their lives. This supports social mobility by improving opportunities for all, especially those from disadvantaged backgrounds and those with Special Educational Needs and Disabilities (SEND).

The College is committed to working effectively and collaboratively with all relevant partners, including employers, schools, other providers, parents/carers, alumni, and Local Authorities, to maximise opportunities for all and reduce the risk of young people becoming NEET (not in employment, education, or training).

Implementation

The College will ensure that:

1. All students and apprentices can access CEIAG in a variety of ways, including face-to-face in one-to-one and group settings, virtually with support or independently (via virtual careers education learning platforms), and in all cases relevant to their learning and their career pathway.

2. It supports secondary schools to carry out their duty to engage their pupils in meaningful encounters with providers by outlining the schools offer and attending scheduled activities within the school setting to promote the College provision. This will be coordinated internally by the Engagement Leader and delivered by suitably skilled staff depending upon the activity.

3. Where appropriate, bespoke SEND CEIAG related provision is developed and delivered, enabling independent learners and a College community which has high aspirations for those with SEND.

4. It seeks to develop a formalised alumni scheme to establish lifelong members of the College community, enable peer learning, share employment and study opportunities, as well as motivational networks to maintain high aspirations.

5. The Head of Student and Apprentice Services undertakes the Careers Lead role and supports the Student Services Manager and Careers Advisors to coordinate good quality activity that enables students and apprentices to progress into higher level study where this is their chosen pathway. This includes supporting with UCAS related activity and organising impartial Higher Education Fairs promoting a wide range of provisions.

6. The Careers Lead is responsible for shaping the Careers Strategy and reports progress directly into the Assistant Principal Student Experience and Wellbeing, who is the strategic Careers Lead. The Leads provide regular updates to the Senior Leadership Team and the College Management Team.

Communication Flow

The Policy is approved by the College's Standards and Performance Committee and the College Corporation. The Corporation has nominated a Link Governor with special responsibility for CEIAG who will work with the Careers Lead to ensure the CEIAG strategy for continuous improvement is progressed.

The College Careers Lead is a member of the Senior Leadership Team and is responsible for communicating careers strategy developments and recommendations to other senior leaders to secure engagement in directing work across the College. The Careers Lead information is published on the College website.

Curriculum Directors and Curriculum Managers are responsible for communicating relevant information across their departments and for ensuring that CEIAG activity is fed back to the Careers Lead.

The Careers Education Programme is published on the College website through an easily accessible Careers landing page, which will also include a section to share information with parents/carers.

The Careers Lead will provide relevant and timely reports to senior managers and governors in relation to engagement in the Careers Education Programme and strategic developments in relation to CEIAG.

The Careers Lead ensures that strategic and operational College representation is in place through external career related networks and communities of practice, for the College to remain fully informed of local and regional priorities, developments, and opportunities.

Monitoring

The College will monitor the effectiveness of the Policy and continuously seek improvement. This will be done by the personnel involved in the design and delivery of the CEIAG programme, senior leaders,

college managers, and through external measures such as Ofsted inspection recommendations and the Careers and Enterprise Compass self-assessment tool.

Curriculum Directors and Curriculum Managers, along with Quality Leads, are responsible for supporting, monitoring, and managing effective delivery of the Careers Education Programme.

The Head of Student and Apprentice Services is responsible for monitoring and managing the impact of careers guidance interventions, ensuring that they are impartial and delivered in the best interests of the student/apprentice, showing no bias towards a particular institution, education, or work option.

The Careers Leads will ensure that the Careers Strategy includes feedback and evaluation processes for all aspects of CEIAG so that impact can be measured and that this informs future developments.

The Policy will be reviewed every 3 years, or as a result of legislative changes, with any amendments approved by the College Corporation and/or Standards and Performance Committee.

Associated Information and Guidance

The Policy is informed by:

- The Local Skills Improvement Plan.
- Data Protection Act 2018.
- The SEND Gatsby Benchmark Toolkit: practical information and guidance for schools, special schools, and colleges.
- Good Career Guidance: Benchmarks for Young People in Colleges (developed from the Gatsby Benchmarks for good career guidance).
- Career Development Institute Career Development Framework Handbook, KS3, KS4 and Post-16.
- Career Development Institute Code of Ethics.
- Careers guidance and access for education and training providers: statutory guidance for schools and guidance for further education colleges and sixth form colleges (July 2021).

Related Chesterfield College Group Policies and Documents

- Student Admissions and Recruitment Policy – CSE01
- HE Access and Participation Plan – CSE04
- Complaints and Compliments Policy and Procedures – CSE06
- Equality and Diversity Statement – GOV04
- Information Security Policy – INF01
- Data Protection Policy and Procedures – INF03
- Quality Assurance Procedures – TLA06
- Chesterfield College Strategic Plan
- The Chesterfield College Group Careers Education Programme