



Title	Carees Education, Information, Advice and Guidance Policy
Document Type	Policy
Reference	STUDENT AND APPRENTICE SERVICES
Policy Owner	Director of Student and Apprentice Services
Approved By	SLT
Approval Date	August 2028
Review Date	August 2028
Publication Status	External/Internal/Confidential

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1. Purpose

York College is committed to providing high-quality, impartial Careers Education, Information, Advice and Guidance (CEIAG) that enables learners to make informed decisions about their education, training and future careers. This policy sets out the College's commitment to delivering CEIAG that supports learner progression, social mobility, lifelong career development and regional economic growth.

The policy applies to all learners and prospective learners of York College.

2. Strategic Context

2.1 National and Quality Frameworks

CEIAG provision is delivered in line with relevant statutory guidance and national quality frameworks, including:

- The National Careers Strategy (2017).
- Careers Guidance and Access for Education and Training Providers Statutory Guidance.
- The Gatsby Benchmarks.
- The Quality in Careers Standard.
- The Matrix Standard.
- Ofsted's Education Inspection Framework.
- The Office for Students regulatory framework where applicable.

The College is committed to ensuring that CEIAG provision is impartial, inclusive, accessible and responsive to the needs of all learners. CEIAG contributes to learner achievement, progression, retention and successful transition into further study, apprenticeships and employment

The College will ensure learners receive impartial information on the full range of progression pathways, including higher education, apprenticeships, technical education, employment and self-employment opportunities

2.2 Skills Development, Economic Priorities and the Brilliant Futures Pledge

York College recognises that effective CEIAG supports social mobility, workforce development and regional economic growth. CEIAG provision is informed by:

- Local Skills Improvement Plan (LSIP) priorities.
- Labour market intelligence.
- Emerging employment and workforce trends.
- Government skills and education priorities.
- Employer and stakeholder engagement.

Through the Brilliant Futures Pledge, all learners will have access to meaningful experiences that support informed career decision-making and successful progression. These include:

- Employer and industry engagement.
- Work experience, industry placements and workplace encounters.
- Employability, enterprise and career management skills development.
- Labour market information and progression opportunities.
- Impartial careers information, advice and guidance.

Recognising the changing nature of employment, CEIAG activities will support the development of the College's Brilliant Futures Pledge skills:

- Communication
- Problem Solving
- Innovation and Curiosity
- Collaboration and Teamwork
- Resilience
- Adaptability
- Dependability
- Self-Awareness

3. Learner Entitlement and Responsibilities

3.1 Learner Entitlement

All learners and prospective learners are entitled to access impartial and inclusive CEIAG that supports informed decision-making and progression. learners will have access to:

- Careers education through their programme of study and Professional & Personal Development curriculum.
- Independent careers guidance.
- Information on education, training and employment pathways.
- Labour market information.
- Employer and workplace experiences.
- Appropriate progression support and referral to specialist services where required.

- Access to employers, higher education institutions, apprenticeship providers and training providers to support informed progression decisions and understanding of the full range of education, training and employment pathways available

The College will ensure CEIAG provision promotes equality of opportunity and supports the needs of diverse learner groups.

3.2 Learner Responsibilities

Learners are expected to:

- Engage actively in careers-related activities and opportunities.
- Take responsibility for their own career planning and progression.
- Participate in the evaluation of CEIAG services.
- Respect the views, experiences and aspirations of others.

3.3 Engagement and Non-Attendance

Learners accessing careers guidance appointments, interviews and other one-to-one CEIAG support are expected to attend all scheduled sessions or provide reasonable notice if they are unable to attend.

Where a learner does not attend a scheduled appointment without prior notice, reasonable efforts will be made to contact the learner and offer one further appointment. If the learner fails to attend the rearranged appointment without notice, or repeatedly fails to engage with agreed CEIAG support, they may be discharged from the active caseload and required to re-engage through the College's referral process before further support is provided.

The College recognises that exceptional circumstances may affect attendance. Consideration will be given where learners can demonstrate a genuine reason for absence, including illness, personal emergencies, examinations, assessment deadlines or other significant circumstances. Decisions relating to continued access to support following non-attendance will be made on a case-by-case basis, taking account of learner wellbeing, safeguarding considerations and support needs.

4. Roles and Responsibilities

4.1 Careers Leader

The Careers Leader will ensure that:

- CEIAG provision aligns with statutory guidance, Gatsby Benchmarks and recognised quality standards.
- CEIAG provision reflects labour market intelligence, LSIP priorities and emerging workforce needs.
- Effective partnerships are maintained with employers, the Careers and Enterprise Company, Careers Hub, higher education providers and other stakeholders.
- Careers activities support delivery of the Brilliant Futures Pledge.
- Staff have access to appropriate careers-related training and resources.
- Provision is regularly monitored, evaluated and improved.
- Governors receive regular reports on CEIAG provision, performance and impact.
- Stakeholders are aware of the College's CEIAG offer and this policy.

4.2 Careers Team

The Careers Team will:

- Deliver high-quality, impartial careers information, advice and guidance.
- Coordinate careers education and employer engagement activities.
- Support the delivery of Gatsby Benchmarks and the Brilliant Futures Pledge.
- Promote enterprise and entrepreneurship by providing information, guidance and opportunities for students interested in self-employment and business start-up.
- Provide accurate careers resources and progression information.
- Collect and review feedback to support continuous improvement.

4.3 Curriculum and Support Staff

Curriculum and support staff will:

- Embed careers learning within programmes of study where appropriate.
- Promote and support learner participation in CEIAG activities.
- Signpost and refer learners to careers guidance and support services.
- Maintain awareness of progression opportunities relevant to their area.
- Support the planning and delivery of employer encounters, workplace visits, industry projects and other careers-related learning activities, ensuring participation and outcomes are appropriately recorded in College systems.

4.4 Governors

Governors will receive regular information relating to CEIAG performance, quality and impact and provide appropriate challenge and support to ensure continuous improvement

5. Provider Access

York College is committed to ensuring learners have access to a broad range of progression opportunities. Through the careers programme, learners will have opportunities to engage with employers, higher education institutions, apprenticeship providers and training organisations to support informed decision-making about their future pathways.

External organisations wishing to engage with learners should contact the Careers Team. Requests will be considered in line with learner need, curriculum relevance and safeguarding requirements.

E-mail: careers@yorkcollege.ac.uk

Tel: 01904 770 446

Any concerns regarding provider access should be raised initially with the Careers Leader and may be escalated through the College's formal complaints procedure where necessary.

6. Monitoring, Quality Assurance and Impact

The College is committed to continuous improvement of its CEIAG provision.

Quality and impact will be monitored through:

- Gatsby Benchmark reviews using Compass.
- Learner, staff, employer and stakeholder feedback.
- Destination and progression data.
- Internal quality review processes.
- External assessment against recognised quality standards, including the Matrix Standard and Quality in Careers Standard.
- Feedback from learners, employers and external providers
- Governance reporting and scrutiny.

The Careers Leader will ensure that management information and stakeholder feedback are used to inform planning, improvement activities and future CEIAG developments

7. Related Policies and Documents

This policy should be read alongside:

- Equality, Diversity and Inclusion Policy.
- Safeguarding Policy.
- Data Protection Policy.
- Brilliant Futures Pledge Framework.
- Relevant CEIAG operational procedures and guidance