

CEIAG (Careers, Education, Information, Advice and Guidance) Policy



This policy is available on our website:

<https://www.ngtc.co.uk/student-services/our-policies/>

or scan the QR code

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Summary of Changes

Date	Page(s)	By	Details of Amendments
01/12/2023	n/a	MN	Annual Review
15/12/2024	n/a	BT	Annual Review, Minor formatting amendments

Introduction

At New Generation Training and Consultancy (NGTC), we are committed to providing high-quality Careers Education, Information, Advice, and Guidance (CEIAG) that empowers learners to make informed decisions about their future career paths. This policy outlines our approach to CEIAG and sets out our objectives, responsibilities, and the procedures we will follow to ensure that our learners receive comprehensive support in making well-informed choices.

This policy applies to staff and learners.

Reason for Policy

The aim of our CEIAG policy is to ensure that all our learners have access to a structured and cohesive programme of careers education, information, advice, and guidance. We aim to foster an inclusive and supportive environment that enables individuals to identify and pursue their aspirations and potential career paths effectively. This includes the initial interaction with NGTC, whilst in learning and continues when engaging with Alumni (Appendix 1) learners.

This policy and procedure do not form part of your terms and conditions of employment and can be changed at any time as we deem appropriate.

Policy

Our CEIAG programme is designed to achieve the following objectives:

- a) Raise awareness: Introduce learners to a wide range of careers, employment opportunities and education progression, promoting an understanding of the world of work and education, along with the skills required for success.
- b) Develop employability skills: Provide guidance on the development of essential employability skills such as communication, teamwork, problem-solving, and adaptability.
- c) Addressing the Needs of Each Learner: Provide support for SEND or disabilities learners with the correct support. Ensuring financial support and guidance is provided where possible.
- d) Raising learner aspirations: Providing impartial careers guidance, tailored to the individual's needs, to ensure they consider the widest possible range of careers and/or progression opportunities available to them.
- e) Inform decision-making: Equip learners with the information and resources needed to make well-informed career decisions, including educational pathways, training options, and labour market trends.
- f) Promote equality and diversity: Ensure that all individuals, regardless of background, have equal access to CEIAG services and support, promoting diversity and challenging stereotypes.
- g) Partnership working: Collaborate with external organisations, education establishments, employers and industry experts to enhance the range and quality of CEIAG opportunities available to our learners.

This programme aligns to the Gatsby Benchmarks, the requirements of the Education Inspection Framework, the Matrix Standard and other external stakeholders.

Roles and Responsibilities

Senior Leadership

It is the responsibility of the Senior Leadership to:

- Ensure that the CEIAG policy is effectively implemented, and appropriate resources are allocated to support its delivery.
- Oversee the appointment of a designated CEIAG lead responsible for coordinating the CEIAG programme and its integration into the curriculum/training framework.

Head of Quality (CEIAG Lead)

It is the responsibility of the Head of Quality to:

- lead on the strategic planning, implementing, and evaluating the CEIAG programme in consultation with relevant stakeholders.
- Develop, implement and evaluate the impact of a Careers Education Calendar for NGTC, mapping out the academic years events.
- Liaise with appropriate departments on creating links with external organisations, employers, and professionals to facilitate work-related learning experiences and careers related activities.
- Create a training programme to provide training and support to teaching staff and coaches to enhance their ability to provide appropriate CEIAG to learners, across the provisions.
- Provide accurate reports on the impact of the CEIAG programme at NGTC, with clear KPI's against targets being monitored on a regular basis.

Careers Coach

It is the responsibility of the Careers Coach is to:

- Be a Careers Portal Leader for NGTC, supporting with guidance and resources.
- Attend Network events, creating links with key agencies and sector/regional specific employers, and cascade relevant guidance to relevant areas of NGTC.
- Be pastoral support leaders working with relevant departments to support the CEIAG programme.
- Support Teaching staff with integrating CEIAG opportunities into the curriculum/training and provide guidance and support to learners in exploring career options.

- Support learners to develop employability skills and assist them in setting realistic and achievable career goals.
- Become Learner progression champions for NGTC.

Teaching Staff

It is the responsibility of the Teaching Staff to:

- Integrate CEIAG opportunities into the curriculum/training and provide guidance and support to learners in exploring career options and next steps.
- Establish expectations of excellent engagement and promote all aspects of CEIAG where appropriate.
- Manage performance of learners who do not engage with CEIAG activities.
- Tracking and correctly recording all activities that fall under CEIAG.
- Plan how learners are given the relevant opportunities to catch up with any missed CEIAG activities.
- Celebrate achievements, it should be a positive tool as well as supporting at risk learners
- Support learners to develop employability skills and assist them in setting realistic and achievable career goals.

Learners

It is the responsibility of the learners to:

- actively engage with the CEIAG portal
- attend relevant sessions
- take ownership of their career development.

Delivery of CEIAG

The delivery of CEIAG will involve a range of activities and interventions, including but not limited to:

- Initial Pre-course CEIAG discussions, recorded on Highrise (CRM)
- Induction Process
- Completion of Individual Learning Plan (ILP) / Training Plan (TP)
- On-going assessment, enrichment activities, progress reviews and progress to learner destination monitoring
- Career Portal and workshops activities
- Work shadowing and work experience opportunities
- Simulated workplace safaris in a work environment
- Career fairs and employer engagement events
- One-to-one careers guidance sessions
- Online resources and tools for self-assessment and exploration
- Industry-specific visits and guest speakers
- Exit CEIAG monitoring
- Sustained Learner Destination monitoring

Evaluation and Review

We will regularly evaluate the effectiveness of our CEIAG policy and make improvements based on feedback and outcomes.

The policy will be reviewed to ensure that it remains relevant and aligned with the evolving needs of our learners and the labour market.

Implementation

This CEIAG policy will be communicated to all relevant stakeholders, including learners, employees, and partner organisations. It will be made available on our website and in print upon request.

APPENDIX 1

Alumni Learners

"Alumni learners" refers to individuals who have previously attended or graduated from NGTC and are now engaged in employment or alternative educational pursuits. These individuals have already completed their studies at NGTC but have chosen to stay connected with the NGTC community after leaving.

NGTC aims to maintain connections with their alumni through engaging in networking events, joining the NGTC social networking community. This will ensure that NGTC can foster a lifelong learning culture within its community and support their graduates in their professional and personal growth.

Alumni learners can provide numerous benefits to NGTC, the community, and themselves. Some of the key benefits of alumni learners include:

- **Enhanced Reputation:** Active and engaged alumni learners can contribute to the positive reputation of NGTC. Their continued involvement demonstrates NGTC's commitment to producing successful and lifelong learners.
- **Networking Opportunities:** Alumni learners can serve as valuable networking resources for current learners and recent graduates. They can provide mentorship, career advice, and potential job opportunities within their professional networks.
- **Lifelong Learning:** Alumni learners exemplify the importance of lifelong learning, encouraging others to pursue ongoing education and personal development beyond formal degrees.
- **Industry Expertise:** Alumni who continue their education and stay connected with NGTC can bring back valuable insights and expertise from their respective fields, benefitting both current learners and department.
- **Programme Improvement:** Feedback from alumni learners can be invaluable for NGTC to improve their programmes, curriculum, and overall educational experience.
- **Increased Alumni Engagement:** Continued involvement with alumni learners can lead to a more engaged alumni community. This engagement can translate into stronger support for NGTC in various ways.
- **Professional Development Opportunities:** NGTC can offer alumni learners access to specialised workshops, webinars, and other professional development resources to further their careers.

- **Alumni Ambassadorship:** Alumni learners can act as ambassadors for NGTC, promoting its values and achievements to the wider community and potential learners.
- **Alumni Events and Reunions:** Alumni learners can participate in events and reunions, fostering a sense of camaraderie among graduates and facilitating networking and knowledge-sharing opportunities.

Overall, alumni learners represent a valuable and dynamic resource for NGTC, enriching the learning experience for current learners, enhancing the NGTC's reputation, and fostering a culture of continuous learning and growth.