

The College recognise our statutory and ethical duty to provide Careers Education, Information, Advice and Guidance (CEIAG) services, we ensure this provision is accessible, impartial and of high quality, meeting the wide range of individual student and prospective student needs.

We are committed to providing outstanding and comprehensive impartial CEIAG services and we work hard to raise aspirations and equip our students with the knowledge and skills to become successful career & future planners, who can make informed choices in relation to their learning, work and life goals.

### **We aim to :**

- Provide students and prospective students with accurate and impartial Careers Education Information Advice and Guidance, which promotes Equality & Diversity alongside British Values
- Provide services which are confidential and only recorded or shared with the consent of the student or in respect to safeguarding
- Deliver CEIAG which meets with standards as outlined in Government legislation, National Information, Advice and Guidance Standards and the Matrix accreditation standards

### **Our services**

CEIAG is delivered throughout the learner journey from pre-entry course information and advice on post 16yrs pathways, delivered at high schools, through to information, advice and guidance whilst students are on courses /programmes and progression planning.

The College employs a number of advisers and tutors who work within our Admissions and School Liaison and Advice, Careers and Employability (ACE) teams. These include professionally qualified and experienced careers guidance practitioners.

Our Admissions and School Liaison team work on both College campus sites and also visit many prospective students in schools. The ACE team have staff based in the Student Support Centre on both campus sites. SEND / Foundation Studies students are also able to access individualised services delivered at our CRMZ site.

### **We deliver education, information, advice and guidance services through the following :**

- 1 to 1 appointments (pre-booked and drop-in)
- Themed group /class activities and tutorial sessions
- Attendance at open days / open evenings
- Parent & Information evening events
- Community and school liaison and outreach work
- Transition support and planning for school leavers – Sampling taster sessions/ vulnerable students taster days
- Group presentations and workshops
- Organised events, trips and visits
- Information; website, prospectuses and promotional stands
- Local CEIAG practitioner networking events
- Referrals /networking with a range of partner /sub-contractor and external organisations; Higher Education Institutions (HEI's), employers, apprenticeship and traineeship

providers, work experience, self-development /voluntary and paid employment opportunity providers

- Higher Education Week /UCAS application and clearing support sessions
- Widening participation programmes –e.g. Shaping Futures, Sutton Trust, Social Mobility and Liverpool Scholars
- Prestigious University Programmes and Professional Study Programmes
- Progression events

**Our CEIAG services support our learners in achieving positive outcomes by:**

- Providing access to impartial advice and guidance which empowers students in making informed choices.
- Providing access to a range of relevant resources /software enabling them to gain up to date labour market information on careers, education and employment / training options.
- Raising aspirations which maximise our students learning potential and future success
- Developing our students understanding about the importance of employability skills and how to successfully promote these.
- Providing comprehensive information of progression routes – so that students can understand and map these to their preferred career pathway.
- Supporting their progression into further /higher education, employment, training or a personal development opportunity.

Whilst our services are primarily delivered by staff working in our Admissions & School Liaison and ACE teams, CEIAG is promoted and supported by all staff within the college from our senior managers, to personal tutors, curriculum teachers and our business support staff.

**We actively seek student views and feedback on our CEIAG services informing the monitoring and evaluating process, ensuring our services remain of high quality, are relevant and being delivered in a variety of ways to meet the needs of our students / and prospective students.**