



Careers Education, Information, Advice & Guidance Policy

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1. Introduction

1.1 Staff Power Training (SPT) is committed to providing high-quality Careers Education, Information, Advice, and Guidance (CEIAG) to all learners. We believe that effective CEIAG is crucial for empowering individuals to make informed decisions about their future learning and career paths, enabling them to achieve their full potential and contribute positively to the local and national economy.

1.2 This policy outlines our commitment to delivering a comprehensive and inclusive CEIAG programme that meets the Gatsby Benchmarks and statutory requirements.

2. Policy Statement

2.1 SPT is dedicated to:

- *Providing impartial and comprehensive CEIAG to all learners, regardless of their background, prior attainment, or programme of study.*
- *Ensuring that CEIAG is integrated into the curriculum and accessible to all learners.*
- *Working in partnership with employers, higher education institutions, local authorities, and other relevant stakeholders to provide a wide range of opportunities and experiences.*
- *Equipping learners with the knowledge, skills, and attributes necessary for successful progression into further education, employment, or apprenticeships.*
- *Promoting equality, diversity, and inclusion in all CEIAG activities.*
- *Regularly reviewing and evaluating the effectiveness of our CEIAG provision.*

3. Aims and Objectives

3.1 The aims of our CEIAG programme are to:

- **Raise aspirations:** *Encourage learners to consider a wide range of future opportunities and set ambitious goals.*
- **Develop self-awareness:** *Help learners understand their own strengths, interests, values, and aptitudes in relation to career choices.*
- **Provide career information:** *Ensure learners have access to up-to-date and accurate information about different career pathways, labour market trends (local, regional, and national), and educational opportunities.*
- **Develop career management skills:** *Equip learners with the skills needed for career planning, decision-making, job searching, application processes, and interview techniques.*
- **Facilitate meaningful encounters:** *Provide opportunities for learners to engage directly with employers, employees, and representatives from education and training providers.*
- **Promote progression:** *Support learners in making successful transitions into their chosen next steps, whether that be further education, employment, or apprenticeships.*

4. Gatsby Benchmarks

4.1 Our CEIAG provision is designed to meet the eight Gatsby Benchmarks of Good Career Guidance:

- 4.1.1 **A stable careers programme:** *We have a clearly defined and regularly reviewed CEIAG programme.*
- 4.1.2 **Learning from career and Labour Market Information (LMI):** *Learners have access to and understand current and future LMI.*
- 4.1.3 **Addressing the needs of each learner:** *CEIAG is tailored to individual needs, with targeted support for vulnerable or disadvantaged learners.*
- 4.1.4 **Linking curriculum learning to careers:** *Our curriculum highlights the relevance of subject content to a range of careers.*
- 4.1.5 **Encounters with employers and employees:** *Learners have multiple opportunities to learn from employers about work, employment, and the skills that are valued in the workplace.*
- 4.1.6 **Experiences of workplaces:** *Where appropriate and feasible, learners have opportunities for work experience or work-related learning.*
- 4.1.7 **Encounters with further and higher education:** *Learners understand the full range of learning opportunities available to them, including academic and vocational routes.*
- 4.1.8 **Personal guidance:** *Learners have opportunities for impartial one-to-one guidance interviews with a qualified careers adviser.*

5. Delivery of CEIAG

5.1 CEIAG at SPT is delivered through a variety of methods, including but not limited to:

- **Integrated Curriculum:** *Career-related learning is embedded within vocational and academic programmes, highlighting the skills, knowledge and behaviours required for specific industries and roles.*
- **Employability Skills Training:** *Dedicated sessions focusing on CV writing, interview skills, job searching, professional conduct, and digital literacy.*
- **Guest Speakers and Employer Visits:** *Inviting employers and industry professionals to share their experiences and insights.*
- **Work Experience/Placements:** *Facilitating opportunities for learners to gain practical experience in relevant workplaces (where applicable to the programme).*
- **Careers Fairs and Events:** *Participating in or hosting events that bring together a range of employers, training providers, and educational institutions.*
- **Individual Guidance Interviews:** *Offering one-to-one impartial careers guidance sessions with a qualified careers adviser for personalized support and action planning.*
- **Online Resources:** *Providing access to up-to-date career information, LMI, and career planning tools through our VLE/website.*

6. Roles and Responsibilities

- 6.1 Senior Management Team: *Responsible for strategic oversight of CEIAG, ensuring adequate resources, and promoting a positive careers culture.*
- 6.2 CEIAG Lead/Coordinator: *Responsible for the operational management, coordination, and quality assurance of the CEIAG programme, including liaison with external partners and ensuring compliance with Gatsby Benchmarks.*
- 6.3 Tutors/Trainers: *Responsible for embedding career-related learning within their curriculum, signposting learners to CEIAG resources, and discussing career pathways relevant to their subject area.*
- 6.4 Administrative Staff: *Supporting the organisation of CEIAG events and maintaining relevant records.*
- 6.5 Learners: *Actively engaging in CEIAG activities, taking responsibility for their own career development, and seeking support when needed.*
- 6.6 External Careers Advisers: *Providing impartial and specialist one-to-one guidance.*

7. Impartiality and Confidentiality

- 7.1 All CEIAG provided will be impartial, free from bias, and based on the best interests of the learner. Information shared during guidance sessions will be treated with confidentiality, in line with data protection regulations, unless there is a safeguarding concern or a legal requirement to disclose.

8. Equality, Diversity, and Inclusion

- 8.1 SPT are committed to providing CEIAG that promotes equality of opportunity and challenges stereotypes. Our provision will be inclusive and accessible to all learners, taking into account individual needs, abilities, and backgrounds. SPT will actively work to broaden horizons and encourage learners to consider a diverse range of career options.

9. Partnerships and Stakeholders

- 9.1 SPT will foster strong partnerships with:
- Local employers in areas of operations: *To provide insights into labour market needs, work experience opportunities, and guest speakers.*
 - Higher Education Providers: *Universities and colleges in areas of operations to inform learners about degree-level study.*
 - Apprenticeship Providers: *To provide information on different apprenticeship routes and opportunities.*
 - Local Enterprise Partnerships: *To access local labour market intelligence and support initiatives.*
 - Relevant Professional Bodies: *To provide up-to-date industry information.*

10. Monitoring, Evaluation, and Review

10.1 The effectiveness of our CEIAG programme will be regularly monitored and evaluated through:

- *Learner feedback: Surveys, focus groups, and informal discussions.*
- *Progression data: Tracking learner destinations into further education, employment, or apprenticeships.*
- *Employer feedback: Assessing the impact of our learners on their workplaces.*
- *Staff feedback: Through team meetings and development reviews.*
- *Annual review of the CEIAG policy and action plan: Led by the CEIAG Lead and reviewed by the Senior Leadership Team.*
- *Compliance with Gatsby Benchmarks: Self-assessment against the benchmarks and seeking external validation where appropriate.*

10.2 This policy will be reviewed annually by Senior Management Team/CEIAG Lead to ensure its continued relevance and effectiveness, and in response to changes in legislation, local labour market conditions, or educational policy.

11. Safeguarding

11.1 All CEIAG activities will be conducted in line with SPT safeguarding policies and procedures. All staff involved in delivering CEIAG will have appropriate safeguarding training and DBS checks where necessary.

12. Complaints Procedure

12.1 Any concerns or complaints regarding our CEIAG provision should be directed to the CEIAG Lead in the first instance, following the SPT formal complaints procedure.