



**CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG):  
AND PROCEDURE**

<b>Process Area</b>	<b>Student Services</b>
<b>Reference Number</b>	<b>STS/006</b>
<b>Directorate</b>	<b>Client Services</b>

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001	June 2011	First Issue	<b>FMcC/JMcK</b>	<b>BD</b>
002	Feb 2015	Reviewed Sections 1,3,4,5,6	<b>FMcC/JMcK</b>	<b>JQ</b>
003	Feb 2018	Reviewed Section 1,2,3,4,6	<b>RS</b>	<b>Governing Body</b>
004	Dec 2020	Reviewed Section 1,4,5,6	<b>RS</b>	<b>Governing Body</b>

**If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.**

## 1. POLICY STATEMENT

### 1.1 Purpose

The purpose of this policy statement is to highlight the key principles of the College's Careers Policy. Southern Regional College will ensure that through the provision of high quality, professional careers education, information, advice and guidance:

- Learners will develop personal, social and employability skills and knowledge for successful transition to employment or further study.
- Learners are equipped to become effective decision makers.
- Learners will be motivated and inspired to take responsibility for their chosen pathway.

### 1.2 Key Principles

- To ensure all learners have access to up-to-date high-quality information about the opportunities available, enabling them to evaluate accurately the match between their strengths and the demands of the careers they are considering.
- To enable learners, develop career management skills to develop attributes they will need to progress and succeed in their chosen careers.
- To promote inclusion and increase appropriate participation in education, training and employment through the provision of impartial, client-centred, and all-inclusive CEIAG provision.
- To promote, monitor and evaluate Career Education through the use of:
  - Educational/Industrial Visits;
  - Work Placements;
  - Visiting Lecturers;
  - Specialist Curriculum Workshops and Projects;
  - Industrial Links.
- To promote continuous improvement of CEIAG provision through ongoing monitoring and review.

## 2. SCOPE

The policy applies to all learners (including current students and potential students of the College).

### 3. DEFINITIONS

<b>Careers Education, Information, Advice and Guidance (CEIAG)</b>	The comprehensive range of services to enable learners to develop the necessary career management and employability skills which will allow them to make informed choices and decisions affecting their future education, training and employment. While career education, careers information and careers advice and guidance are interrelated, it is useful to define each term, see below.
<b>Careers Education</b>	Enables learners to develop their knowledge, understanding, skills and experience of opportunities to manage their career development and make relevant informed choices, successful transition into education, training or employment and become lifelong learners. Careers education is an integral part of the curriculum for students and will be led by the Personal Tutor and Course Tutor (Part-time programmes). It will be based on the subject discipline and will outline progression pathways for employment and further learning.
<b>Careers Information</b>	Provide learners, of all abilities, with comprehensive, reliable and up-to-date information in order that they can fully engage in a career planning process and make informed choices and decisions.
<b>Careers Advice and Guidance</b>	A process which enables learners to apply their knowledge, understanding, skills and experiences to manage their career and make informed decisions about their education, training or employment.
<b>Learners</b>	Is defined as a person who is registered with the College for a programme of study or who is considering a programme of study at the College.

### 4. PROCEDURE FOR IMPLEMENTATION

#### 4.1 Marketing and Promotion of Careers

Southern Regional College will endeavour to market and promote its Careers Education, Information, Advice and Guidance Service and programmes by:

- the College's Careers Officers working in partnership with all staff;
- effective communication of all Careers information throughout the College's Website, VLE Moodle and Social Media channels;
- organising and delivering Career guidance seminars;
- assisting key teaching and support staff in the delivery of Career guidance sessions, including the provision of appropriate staff training;

- establishing and maintaining relationships with a range of guidance agencies e.g. Department for the Economy Careers Service, Education Authority Transition Service, Disability Action Job-Match Project;
- attending Career conferences in schools, universities and in local industry;
- working in partnership with outreach and satellite centres;
- engaging with local Chambers of Commerce and Trade and the Careers and Education Forums.

## **4.2 Pre-Entry Guidance**

The College will offer the prospective learner:

- reliable and impartial educational guidance, which takes into account the student's prior achievement and career aspirations;
- clear and accurate information about programmes of learning, qualifications, facilities, entry requirements and progression routes;
- information on how programmes will be assessed and the management of the learning process;
- information about the College's facilities and support services available particularly Learning Support
- information about the cost of programmes of learning and signposting to the College's specialist Student Finance team.

## **4.3 On Course and Exit Guidance**

The College recognises that the creation of an effective learning environment involves all College staff and relevant external agencies in the provision of a range of support initiatives including: student support; guidance; induction; employability skills; ILT; personal tutor support; work-based learning; and creativity/enterprise.

The College will track and analyse the destination data of each academic year cohort and use this information for future marketing purposes.

### **4.3.1 Personal Tutorial System**

The SRC Careers Department will work in partnership with Personal Tutors to provide learners with opportunities to consider their academic and personal development in the context of their future career. Advising on HE, FE, training and employment opportunities through a range of activities and services such as:

- Completion of E-ILP – All Career activities are recorded on the student E-ILP/Unifrog dual system;
- Delivery of a vocationally relevant curriculum;
- Employability skills development.

### **4.3.2 Careers Guidance Services**

Preparation and Progression Training.

- Interview preparation.
- Support learners in preparing and completing applications to Further and Higher Education, Employment and Vocational Training.
- Portfolio building.
- Preparation of CV.
- Evaluation of skills and knowledge.

### **4.3.3 The Provision of Careers Information Areas**

- Careers information is available in designated accessible career suites on each main Campus and in each of SRC's Learning Resource Centres.
- Each Career information area enables learners to access a wide range of information sources including prospectuses, online resources, posters, webinars and videos.
- SRC's VLE Moodle has a careers information area. Career resources and information are accessible to students and staff on Moodle under the designated careers section and in the student services induction and information section that will assist learners with their career planning;
- Careers Information areas provide access to E-Learning facilities;
- Through social media channels including the SRC Careers Facebook page.

### **4.3.4 Careers Information Sessions**

- Individual Careers advice to enable learners to realistically plan their career and give specific guidance as to the Vocational, Further & Higher Education and Employment pathways available.
- Specialist Careers Advice will be given as the need arises for certain occupational areas and programmes e.g. Nursing, Engineering, Higher Level Apprenticeships
- Group and individual careers sessions, including access to one-to-one interviews.

A variety of teaching and learning styles will be employed, including opportunities for individual research, group activities, and extensive use of ICT, including interactive software packages e.g. career ideas and adult directions and the Unifrog platform.

### **4.3.5 Careers Education**

Lecturing Staff including Personal Tutors will be responsible for managing and delivering cross-curricular Careers Education provision. This will enable learners to develop their knowledge, understanding, skills and experiences of opportunities to manage their career development and make relevant informed choices to become lifelong learners.

Curriculum Teams will design and deliver a range of integrated Careers Education activities which will enable learners to match their course to appropriate progression pathways and to relevant employment opportunities including;

- work experience opportunities;
- industry visits;
- industrial projects;
- recording Careers Education activities on e-ILP/Unifrog dual system;
- engage in their own professional development, including Lecturers into Industry and Visiting Lecturer Programme.

### **4.3.6 Partnerships**

The Southern Regional College Careers department will use their established links with local and regional partners to:

- help students prepare for the world of work through developing their employability skills;
- promote a learning culture;
- enable students to gain an insight into the world of work and contribute to their decision-making regarding their futures;
- provide students with relevant and accurate local labour market information including from the NI Skills Barometer.

## **5. REVIEW**

This policy will be reviewed in accordance with the College review schedule.

## **6. DISTRIBUTION**

SRC Website  
SRC SharePoint/ Intranet  
All Clients

## **7. RELATED DOCUMENTS**

- SRC Prospectus
- SRC Data Protection Policy
- SRC Equality and Diversity Policy (Students)
- SRC Freedom of Information Policy
- SRC Network Acceptable Use Policy
- SRC Safeguarding Policy
- SRC Student Charter (Code of Practice)
- SRC Admissions Policy & Criteria
- SRC Learning Support Policy
- SRC Student Guide
- Department for the Economy Careers Strategy: Preparing for Success 2015 - 2020: A strategy for careers education and guidance
- Disability Discrimination Act (1995)
- Education [Student Support] (Eligibility) Regulations (NI) 2012
- Northern Ireland Act, Section 75
- SENDO Guidelines
- Student Finance NI: Disabled Students' Allowance (DSA)
- UCAS/CAO Procedures
- UKVI/UKCISA Guidelines
- The Northern Ireland Skills Barometer 2019 Update
- OECD Skills Strategy for Northern Ireland 2019

## **8. FLOWCHART**

### **Appendix 1**

APPENDIX 1

