

Policy Name	Careers Education, Information, Advice & Guidance Policy
Department	Student Services
Created by (Job Title)	Head of Student Services
Date Reviewed	August 2024 Updated Feb 2025
Date of Next Review	August 2025
Equality Impact Assessment	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

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

The Bedford College Group

Updated: February 2025

1. Context

1.1 It is a strategic aim of The Bedford College Group to be a leading provider of expert careers education, information, advice and guidance (CEIAG) on learning and work. This is delivered both as a standalone service and embedded across all learning programmes.

1.2 This policy is aligned with the following statutory and national guidance:

- DfE *Careers Guidance and access for education and training providers* (January 2023 update)
- *Careers Strategy – Making the most of everyone’s skills and talents* (December 2017)
- *Good Career Guidance: The Gatsby Benchmarks* (Gatsby Foundation, 2018)
- The *Education Inspection Framework* (EIF) and the *Ofsted Further Education and Skills Inspection Handbook* (2023)

1.3 CEIAG is provided at all stages of a learner’s journey—pre-entry, on-programme, and post-exit—by a range of staff, including:

- Student Recruitment Team (pre-entry course information and advice)
- Student Services Coordinators (guidance throughout the learner journey)
- Curriculum Tutors (career learning and personal guidance through tutorials)

This policy addresses the delivery of CEIAG within the broader support services of the College.

1.4 The EIF specifies that careers provision should:

- Enable all learners to be well prepared for their next stage in education, employment, or training
- Promote employability skills and meaningful progression
- Provide impartial guidance to support informed decisions

1.5 The Bedford College Group’s Tutorial Competency Framework entitles learners to “accessible and informed guidance and support to address their personal development, career progression, and academic success.”

The Group maintains Full Matrix Accreditation (last awarded in 2022), with successful Continuous Improvement Checks completed in May 2023 and May 2024.

2. Student Entitlements

2.1 Equality and Diversity Statement

The Bedford College Group promotes a learning environment where all individuals are treated fairly and respectfully, regardless of age, disability, ethnicity, gender identity, sexual orientation, religion or belief, pregnancy, or socio-economic background.

All CEIAG services are delivered in accordance with the Equality and Diversity Policy. Guidance is client-centred and aims to remove bias, challenge stereotypes, and promote inclusive progression routes.

3. Safeguarding

All staff within Student Services are trained in safeguarding and operate in line with the College's safeguarding procedures. CEIAG considers the holistic wellbeing of students, supporting them in safe and appropriate choices for their future.

4. Definitions

- **Career Education:** Equips students with the skills and confidence needed to manage their career journey and make informed, successful choices.
 - **Careers Information, Advice and Guidance (CIAG):** Supports students in applying their knowledge to make and implement effective decisions about learning, work, and life pathways.
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5. Statement of Entitlement

All students and prospective students are entitled to CEIAG that:

- Is impartial and learner-focused
 - Is accessible, visible, and free from institutional bias
 - Is delivered by appropriately trained professionals
 - Is confidential and respectful of privacy
 - Encourages aspiration, achievement, and progression
 - Is aligned with Bedford College Group policies and the CDI Code of Ethics
 - Is planned, resourced, and quality assured
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6. Aim

The Bedford College Group aims to ensure CEIAG is:

- An integral part of the student experience
 - A contributor to improved achievement, retention, and progression
 - Accessible to all, regardless of background or location
 - Delivered in appropriate and supportive settings
 - Consistent with the Statement of Entitlement
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7. Components of CEIAG

7.1 Careers Advice and Guidance

CEIAG is available to all students and prospective students at key transition points:

- **Pre-entry:** Support with course selection aligned to career goals
- **On-programme:** Ongoing career planning and support with progression
- **Exit:** Transition support into higher education, employment, apprenticeships, or training

Effective careers guidance:

- Builds on previous support and academic progress
- Enables informed decisions through discussion
- Includes written action plans for future reference
- Remains impartial and student-centred

7.2 Career Education

Delivered through the tutorial and enhancement programme for full-time students, career education helps learners to:

- Understand themselves and the factors influencing them
- Explore education, training, and employment opportunities
- Make and review plans to navigate change and transition

7.3 Careers Information

Careers information is delivered via:

- A dedicated physical careers library with up-to-date resources
 - Online platforms (e.g., Moodle, YourSpace) with virtual career libraries
 - Access to diagnostic tools and software (e.g., eClips, Kudos)
 - Resources to support tutors and students in career learning activities
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8. Implementation

8.1 Responsibility for CEIAG

CEIAG delivery is a shared responsibility involving:

- Heads of Student Services and Managers
- Student Services staff
- Learning Mentors / Personal Achievement Tutors (PATs)
- Curriculum tutors

8.2 Meeting Ofsted & Gatsby Benchmark Expectations

The College will:

- Deliver career education across all departments via tutorials or enhancement activities
- Ensure curriculum and pastoral staff are central to CEIAG delivery
- Personalise support through Learning Mentors and PATs

8.3 Staff Training and Support

Careers Leads and Student Services teams will:

- Deliver staff development sessions to build knowledge and confidence
- Provide training in 1:1 guidance, UCAS support, and careers resource use
- Ensure tutors have access to resources and CPD in CEIAG delivery

8.4 Student Services Role

Student Services will:

- Develop and deliver the careers education framework
 - Provide individual and group guidance sessions
 - Maintain up-to-date CEIAG resources and the YourSpace website
 - Manage the UCAS application process and provide HE support
 - Liaise with employers and external partners to enhance student engagement and progression
 - Promote job, apprenticeship, and volunteering opportunities
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9. Evaluation and Quality Assurance

9.1 CEIAG provision is evaluated annually through the College self-assessment process.

9.2 The service adheres to the **Matrix Quality Standard** and the **CDI Code of Ethics**, with ongoing internal reviews and external assessments (every three years).

9.3 Feedback is collected from students via surveys following interviews, group workshops, and events to inform continuous improvement.

10. Related Policies and Documents

This policy should be read in conjunction with:

- The Bedford College Group Tutorial Policy and Entitlement
 - Equality and Diversity Policy
 - Safeguarding Policy and Procedures
 - Confidentiality Policy
 - Ofsted Education Inspection Framework (2023)
 - Career Development Institute (CDI) Code of Ethics
 - Matrix Quality Standard
 - DfE Careers Guidance (updated 2023)
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Reviewed: February 2025

Next Review Due: August 2025