

## CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE SERVICE STATEMENT

### **We will provide:**

- > Accurate course and careers information aligned with current Labour market information through the College website, publications and curriculum Careers boards.
- > Impartial CEIAG within one to one school interviews prior to College enrolment.
- > Tutorial sessions from a menu of CEIAG topics (on job search, CV's, interviews, career choice, UCAS applications and more) at suitable points during the academic year.
- > 1:1 careers guidance interviews: an appointment with a Careers Adviser for more in-depth guidance tailored to an individual's needs, again available to all learners.
- > A range of employer encounters for all learners, including Industry Placement, visits, guest lectures and project working.
- > Opportunities to engage with employers to help develop and inform learners about career aspirations.
- > A Careers library with hard copy resources for learners to use for research.
- > Support in the development of Digital skills through the use of the colleges Canvas platform and the embedded Careers Coach package.
- > Support to learners in recognising their own development of employment skills through our 'Employment Skills development programme'.

### **We will:**

- > Respect your right to confidentiality; interviews will take place in appropriate environments such as the College Career Zone and you can request a private space if you wish.
- > Record careers discussions on your pro-monitor account so that you have a record to refer back to and reflect upon.
- > Embed equality and diversity throughout, in line with College Equality & Diversity Policy.
- > We offer learning which actively seeks to challenge stereotypical thinking and raise aspirations, such as Women and Girls into Engineering and STEM subjects for example.
- > Not share your data with a third party unless you have agreed for us to do so. The most common instance of this will be your CV if we are supporting you to seek an apprenticeship or employment.
- > Assist you in completing personal statements and how to research the right university for you. We will also provide guidance about UCAS Applications, Student Finance and Higher Education information.
- > Support you with Job applications for progression into apprenticeships and employment.