

Academic Year (if applicable):

Target Audience:

All Staff

Summary of Contents:

To provide a client centred, quality Careers Service to all learners and potential learners

Enquiries: Any enquiries about the contents of this document should be addressed to:-

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Final approval

By: CMT

By: Governing Body

Review date:

Related Documents:

Superseded Documents (if applicable):

Legacy East Down, Lisburn and North Down & Ards documents.

Document Control Administrator

FOI Class: Policies and Forms

FOI Ref:

RATIONALE

A career is an individual's pathway through learning and work. As qualifications and employment patterns change, CEIAG has an increasingly important role in enabling people to acquire the knowledge and skills that they need to make career decisions and to manage career transitions throughout their lives. South Eastern Regional College contributes to this by providing CEIAG for learners, school leavers and adult returners.

This policy contributes to South Eastern Regional College's development plan, strategic objectives and relevant policies, by ensuring that learners develop the skills and knowledge which will enable them to make a positive contribution to the economy and society in general and that CEIAG will contribute positively to the whole student experience.

AIM

The aim of this CEIAG policy is to provide a client centred, quality Careers Service to all learners and potential learners and to enable individuals to:

- develop a clear awareness of their interests and abilities
- acquire a broad understanding of the range of opportunities available to them with regard to education, employment and training
- make informed decisions or choices in their career progression and life plans.

OBJECTIVES

To achieve this aim, South Eastern Regional College, through the Curriculum Units and the Careers Service, will work towards the following objectives:

- Providing CEIAG that is accessible, impartial, client-focused, confidential, and collaborative and in accordance with South Eastern Regional College Equality Policies and the principles established by the National IAG Board.
- Ensuring CEIAG provision is subject to internal and external quality assurance procedures and that staff involved in CEIAG provision have the necessary skills, knowledge and training appropriate to the role they are undertaking.
- Integrating CEIAG in the curriculum and linking CEIAG provision to other relevant South Eastern Regional College strategies and initiatives.
- Ensuring that CEIAG interests are represented in the appropriate internal decision-making forums, to promote CEIAG within South Eastern Regional College and to encourage collaboration between the Careers Service and the Curriculum to benefit learners.

- Develop links with employers to ensure that CEIAG provision takes account of developments in the labour market.

CORE COMPONENTS OF CEIAG

1. Careers Education

The Careers Service will support tutors in delivering of South Eastern Regional College's Careers Education Programme.

2. Careers Guidance

All learners and potential learners will have access to impartial careers advice and guidance at appropriate stages in their learning pathway.

3. Careers Information

Learners will have access to a comprehensive range of current and accurate careers information resources, in various formats.

4. Work-Related Learning Opportunities

Course teams directed by Senior Management will be required to identify and include work-related learning opportunities in their specialist subject lessons. The Careers Service will support work-related learning through the organisation of internal and external careers events.

5. Employability Skills

Providing opportunities for the development and assessment of employability skills and learning programmes.

ENTITLEMENT

Learners at South Eastern Regional College can expect:

- Accessible and impartial careers guidance, which is confidential, student centred, up-to-date and consistent with Equality Policies and, when included into their learning programme, will help engage them in appropriate career planning.
- Accessible and timely information about employment vacancies and labour market information.
- Careers Guidance Interviews (on request).

- Access to up-to-date paper based and electronic Careers information, located where students have easy access.
- To engage in the process of Personal Career Planning with the assistance of tutors and Careers staff.
- Information on and access to relevant careers events.
- Support in the application process for further and higher education, training and employment opportunities.
- Support in the development of self-awareness, career exploration and career management skills.
- A variety of work-related learning opportunities.
- South Eastern Regional College's Careers Service to work in accordance with national quality standards.
- Careers guidance interviews to be conducted by professionally qualified careers staff.

Learners have a responsibility to:

- Be pro-active in seeking careers information, advice and guidance.
- Take advantage of opportunities provided in the curriculum to develop career planning, decision-making and management skills.
- Contribute to the evaluation of the Careers Service by providing feedback on their experience of using the service.

IMPLEMENTATION

Management

The college will establish a Careers Working Group representative of the key areas across the college to support and monitor the development of the Careers Service. This group will meet on a regular basis to receive reports on the activities of the Careers service and contribute to the evaluation process.

Staffing

Staff can contribute to Careers Education, through their roles as tutors and subject lecturers. Careers Guidance interviews will be undertaken by Careers Staff.

Curriculum

The CEP provides lessons and activities, including personal career planning, which can be recorded in the Individual Student Learner Agreement. Such activities can complement other course specific activities. Students are encouraged to attend University Open Days and careers information events.

Partnerships

South Eastern Regional College's Careers Service aims to work in partnership with external agencies such as F/HEIs, Northern Ireland Careers Service (under DEL), EGSA, NISCA and employers to provide an effective and high quality careers service assisting students to access appropriate opportunities.

School Links

The Careers Service aims to develop links with schools to ensure potential students are provided with an effective and high quality guidance service which will help them to access appropriate opportunities.

Resources

Careers resources, including staffing materials will be allocated to support the delivery of careers education and guidance. Students and staff will have access to current paper and electronic careers resources in the Learning Resource Centres, South Eastern Regional College Careers Offices and network. All careers resources will be monitored by the careers staff and listed on the Careers webpage.

Staff Development

Training needs will be identified on an ongoing basis to ensure staff are adequately equipped with the necessary skills for delivering careers education to students.

Monitoring and Review

The Careers Working Group will reflect on the monitoring and evaluation of the careers programme and agree on developments to be introduced and implemented. The working group will review the careers programme and policy annually operating within the South Eastern Regional College's development plan and strategic objectives and alongside quality assurance processes.