

## Careers Information, Advice and Guidance Policy

Clifford College's aim is to help our apprentices to achieve their potential and make successful progression in their careers. In order to achieve this, we aim to provide information, advice and guidance (IAG) throughout their programmes beginning during information meetings, through to induction and then at 10 weekly reviews and finally during the exit interview.

Clifford College integrates employability skills into the apprenticeship programmes and discusses and identifies employment and progression opportunities with the employer at their 10 weekly reviews. In the event that apprentices are not offered employment with the employer at the end of their apprenticeship they will be supported in job search and signposted to progression opportunities relevant to their occupational industry and aspirations.

Careers IAG is accorded a high priority in preparing apprentices for the opportunities and challenges of adult and working life. Careers IAG is seen as playing an important role in motivating our apprentices, promoting equality of opportunity and maximising their personal achievement whilst at Clifford College and beyond. Apprentices are directed to the relevant sector skills councils, National Careers Service, who set the standards for their industry, and where they can obtain information about opportunities within their sector.

Developments in learning and work make it essential for young people to take a more active role in their career progression. Therefore, the apprenticeship programmes emphasise individual participation and the apprentices are introduced to the National Framework for Careers Information, Advice and Guidance (CIAG). This is to enable apprentices to be able to:

- Understand themselves and the influences on them (self-development)
- Investigate opportunities in learning and work (career exploration)
- Make and adjust plans and to manage change and transition (career management)

Observation of inductions, 10 weekly reviews, teaching and learning sessions and exit interviews provides the opportunity to monitor the quality of Careers Information, Advice and Guidance provided to apprentices

The learner information booklet and the Clifford College website are kept up to date with links for apprentices to seek career information advice and guidance.

This policy:

- Describes the provision
- Enables the monitoring of the provision
- Enables the review and planning of the provision on an annual basis

Regularly reviewing the policy enables new initiatives and requirements to be incorporated.

Signed:



Date: February 2022

Richard Sands

Centre Co-Ordinator