



EARLY LIFE

ENTERPRISE | ENGAGE | INSPIRE

Careers Education Information, Advice & Guidance Policy

Last Review on: June 2024

Next review due by: June 2025



1. Introduction

1.1 CEIAG (Careers, Education, Information, Advice and Guidance) covers the range of activities and interventions that help young people become self-reliant and better able to manage their personal career development and learning.

1.2 It includes the provision of accurate, up to date and objective information about personal and lifestyle issues and career opportunities, progression routes, choices, where to find help and advice and how to access it.

1.3 IAG includes the provision of advice through activities that helps young people to gather, understand and interpret information to their own situation. This is delivered through activity days, work related learning, life skills and PSHE.

2. Organisation and Content

2.1 Career and personal development is delivered through the PSHE curriculum and activities.

2.2 Guidance occurs on an individual/group basis during organised sessions. The PSHE coordinator is the key manager of this guidance. This process includes 'learning conversations' which will be led by mentors and subject tutors.

2.3 Students will be given all of the help that they require to access information on local and national prospectuses, websites and help lines that can offer them further support regarding education and careers. E.g. National Careers Service, Skills to Succeed Academy, Talk to Frank.

2.4 Information about person and economic well-being and financial capability can be provided to learners and parent/carers if required via leaflets and open events.

2.5 CEIAG is provided confidentially and in an appropriate setting.

3. Responsibilities

3.1 The responsibility of looking at IAG lies with the Education Coordinator and PSHE coordinator.

3.2 The PSHE coordinator is responsible for delivering IAG during structured sessions.

3.3 The Education Coordinator, PSHE coordinator and Vocational tutors are responsible for developing Enterprise and IAG through their specialist areas.

4. Parents and carers

4.1 Parents and carers are encouraged and supported to help learners to become self-reliant and better able to manage their personal and career development.

4.2 This is done through information booklets and parent meetings.

5. Contribution of outside Bodies

5.1 Professional bodies and institutions are to supply reference materials e.g. booklets, leaflets, prospectuses.

5.2 Access open events, taster sessions and other related information from providers.

6. Complaints Procedure

6.1 Complaints about IAG should be made via the official channels to the Programme Manager.

7. Monitoring, Evaluation and Review

7.1 Early Life Enterprise will review this policy at least every year and whenever there is a change in legislation or guidance. We will assess its implementation and effectiveness. The policy will be promoted and implemented throughout Early Life Enterprise **Next Review Date: 1st June 2025.**



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