



The College of West Anglia Strategy for Careers Education, Information, Advice and Guidance

Introduction

The College of West Anglia will ensure all its students have the opportunity to access independent and impartial careers guidance whilst they are enrolled with us. Our Careers Education, Information, Advice and Guidance (CEIAG) offer consists of services to assist our students to make and implement appropriate choices related to their future education, training and employment and support services to manage their future careers. Careers guidance secured under the new duty includes unbiased information on all 16-18 education or training options, including Apprenticeships.

The aim of (CEIAG) provision is to raise our student's aspirations, broaden their horizons and empower them to make informed realistic decisions at all key transition points in learning and work. The purpose of our Careers Advice service is to assist people's career learning, planning and development by leading and managing the development of CEIAG at College. The advice provided under the direction of the Learning Resource Service facilitates the contributions of colleagues, students and partners, develops the careers programme, organises resources and ensures that students have access to impartial IAG in a range of formats.

CWA has strong links with outside agencies including universities and colleges, global corporations and local businesses which contribute to:

- Raising aspirations and increasing motivation – helping our students to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between living, learning and earning
- Developing information and communication skills
- Improving progression opportunities
- Reducing the risk of students becoming NEET

Careers work also supports strategies for student's personal and social development by:

- Building self-confidence and self-reliance
- Promoting positive and informed attitudes to learning
- Promoting leadership and organisation skills, resilience and use of own initiative
- Developing good information and digital literacy skills

Careers Education

CWA aims to deliver careers education by a combination of methods:

- Careers advice and insights during tutorial sessions which inform and inspire about the world of work.
- Special events and extra-curricular activities with employers, targeted work experience, guest speakers and considered educational visits.



- Planned activities and taster sessions with local universities (eg. Anglia Ruskin University)
- Drop-in sessions, clinics and surgeries provided by Learning Resource Services.
- Employability Skills, digital self-marketing and CV workshops facilitated by Learning Resource Services.
- Careers and Recruitment Fairs

Information Advice and Guidance

CWA aims to provide students with a range of good quality, up to date, impartial IAG throughout their college journey. Information, Advice and Guidance is provided by the following:

- One to One Careers Guidance – our aim is that each student should have the opportunity for one to one guidance with, either an identified College Careers Advisor, or key members of staff to discuss their future options
- Access to support sessions for applying for Post 18 opportunities including progression to university or employment
- Access to sessions to support students with writing personal statements and applications
- Use of Labour Market Information to demonstrate the changing job market with access to our 'Career Coach' provision to enable informed career choices.

Employer Engagement

Our work with employers aims to allow us to understand the challenges faced by employers and to enable collaborative sharing of skills, knowledge and vision. We want our College to be known as the College that works with employers to understand their needs so that we can proactively boost the skills and competencies of our young people to further enhance their job prospects. Working with employers also enables us to provide impartial careers guidance across a range of options such as university, apprenticeships and other vocational pathways

Staffing

All staff contribute to CEIAG through support roles within the Learning Resource Service team, as Work Experience co-ordinators and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers and Work Experience Supervisor in consultation with the Learning Experience Manager and the Director of Attainment and Student Experience. Careers information is available in all the Learning Resource Centres and online through our website or via LEARN.

Data

The College of West Anglia uses both internal and external data to support the following:

- Destination data to inform curriculum planning
- UCAS data to analyse HE participation rates.