

Transforming Futures: Careers Education, Information, Advice and Guidance Policy

The purpose of this policy is to:

Support all students to plan and manage their career path in line with their career goals and objectives.

Who does this policy apply to?

Careers Advice and Guidance Advisers
Lecturers and teaching staff
Tutors: Personal Development Tutors and Academic Tutors
Work Experience Team
Business Development Team
All curriculum and business support staff who manage those listed above

Policy Statement

Bournemouth and Poole College provides a high quality, impartial and accessible Careers Education, Information, Advice and Guidance service (CEIAG) to all students. The service fulfils the Government's Careers strategy: *making the most of everyone's skills and talents*, Ofsted requirements, achieving the Gatsby Benchmarks and maintaining a relevant careers quality standard including Matrix.

We are passionate about ensuring we have a cross college 'Careers not Courses' approach. Bournemouth & Poole College provides an all age Careers Service accessible to all students via the onsite Career Ready Hubs The Careers Ready Hubs can be accessed by all students including Apprentices, Higher Education, Adults and those on Education Programmes for Young People.

Why do we need this policy / background information?

All further education (FE) colleges and sixth form colleges are required to secure access to independent careers guidance. The Government's careers guidance 'Careers guidance and access for education and training providers Jan 2023 states that:

'High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.'

It also confirms that every college should have a named careers leader and publish information about its careers programme and the name of their Careers Leader on their website. In addition, every college should use the Gatsby Benchmarks to develop and improve their careers provision, ensuring they are fully met. The requirements to complete a Gatsby Benchmark assessment and submit this to the Careers & Enterprise Company is now mandated.

The Government requires colleges to hold the Matrix Standard if they are in receipt of funding from the Education and Skills Funding Agency adult education budget. The Matrix Standard is a national quality standard that helps organisations to assess, measure and

improve the management and delivery of their information, advice and/or guidance services. The Matrix Standard focuses on leadership and management, how the college provides the service, the quality of delivery, including how useful customers find the service and how the college evaluates and continuously develops the service. Bournemouth & Poole College hold the Matrix Standard.

The Government's careers strategy states that the Government wants:

- all young people to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace;
- all young people in secondary school and college to get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience and appropriately qualified;
- everyone to get support tailored to their circumstances. All students should be able to access free face-to-face advice, with more bespoke support for those who most need it;
- everyone to get the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.

Furthermore, high-quality careers education, information, advice and guidance should help people to:

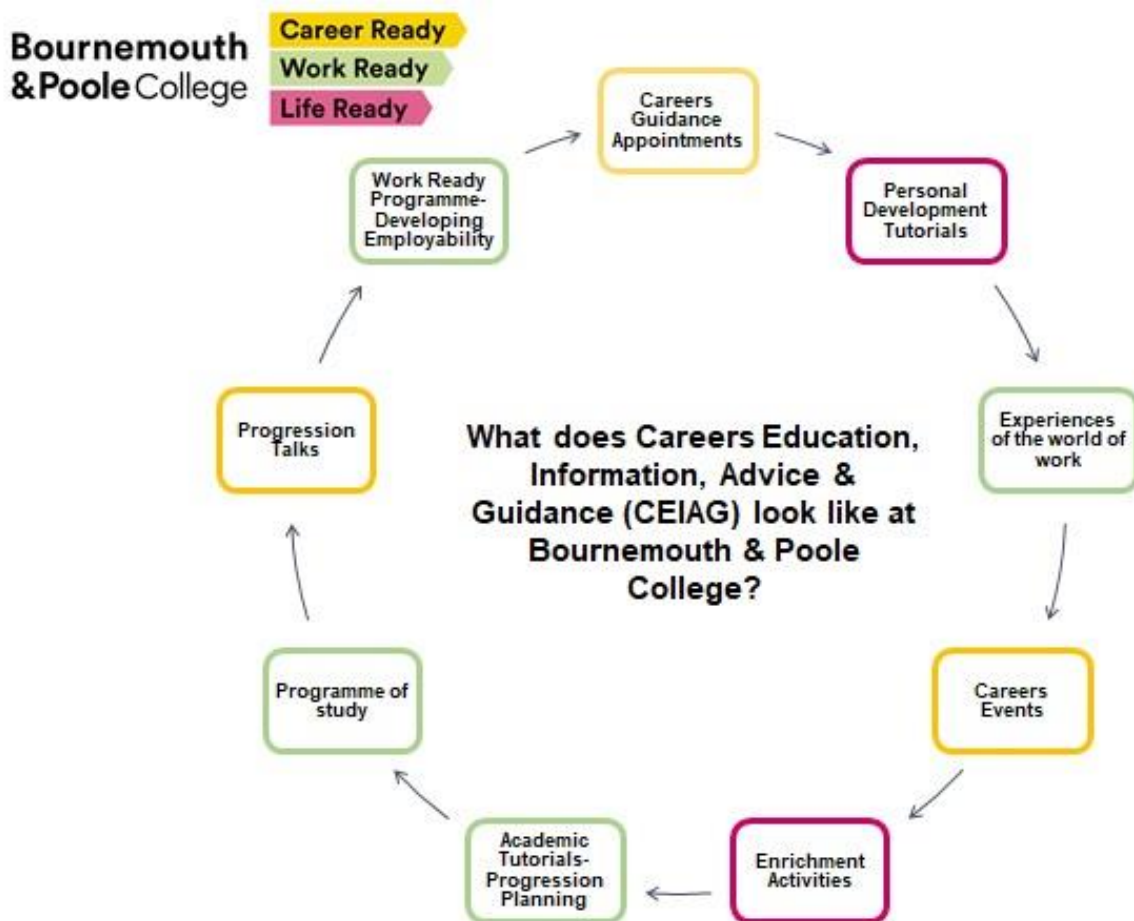
- understand their options and different paths to work, to plan the steps they need to take, and to get from where they are to where they want to go;
- be inspired about new opportunities they might not have known about (or that might not exist yet), or thought they could not achieve;
- understand their own knowledge and skills and how they can be used in the workplace;
- get, hold and progress in a job, whatever their age, ability or background;
- increase the amount they earn across their working lives;
- improve their well-being through doing a job they are good at and enjoy.

The Gatsby Benchmarks are listed below:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with Further and Higher Education
8. Personal Guidance

Bournemouth & Poole College strives to maintain achievement of all of the Gatsby Benchmarks detailed above.

What does Careers Education, Information, Advice & Guidance look like at Bournemouth & Poole College?



Careers Education, Information, Advice & Guidance here at Bournemouth & Poole College is a fundamental aspect of our students' studies and is linked directly to their personal development.

Roles and responsibilities

Directors and Managers are responsible for:

The Student Experience Manager, who is also the College's Careers Leader, is responsible for managing the Careers Advice and Guidance Team, the implementation and quality assurance of the College's careers programme and the implementation of the Government's careers strategy to include embedding the Gatsby Benchmarks across the College and maintaining Matrix accreditation.

Directors of Learning are responsible for ensuring that Learning Managers and all curriculum staff in their relevant areas promote the benefits of and involvement in the College's careers programme for all students.

The Director of Student Experience has strategic management responsibility for the oversight of the College's careers programme and all CEIAG services as well as line managing the Student Experience Manager.

Careers Advice and Guidance Team are responsible for:

- Providing independent, impartial and confidential careers advice and guidance to prospective applicants and current students to enable them to find out about the full range of progression routes and opportunities available to them.
- Ensuring high quality, accurate, impartial and current information is made available through the College Moodle Career Planning, display boards and digital displays with additional information sources available through the College's Careers Hubs.
- Supporting progressing students so they are aware of the full range of options available to them through education (Further and Higher Education), training (traineeships and apprenticeships) or employment.
- Supporting curriculum areas in attending CEIAG events involving representatives from industry, education and training which enables students to access impartial and independent information and advice on education, training and employment opportunities and local labour market information (LMI).
- Promoting non-stereotypical employment, training and career choices both in group presentations and in guidance interviews which raise aspirations and challenges barriers.
- Gathering and evaluating feedback on all aspects of the College's careers programme and implementing improvement plans to develop services.
- Coordinate activities linked to National Careers Week

The Business Development Team are responsible for:

- Employer engagement to identify careers available locally and across industries to support and benefit students in career planning.
- Employer engagement to support in securing progression placements for students wanting to complete an Apprenticeship.
- Supporting staff to ensure students access information about suitable Apprenticeship opportunities.
- Supporting the Work Experience Team to assist students in finding suitable work placement opportunities while at college.

Lecturers and teaching staff are responsible for:

- Ensuring that curriculum teaching and learning is linked to careers in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of employer encounters in line with the Gatsby Benchmarks.
- Ensuring that students are receiving a full range of Higher Education and Apprenticeship encounters in line with the Gatsby Benchmarks.
- Highlighting the relevance of STEM subjects for a wide range of future career paths in line with the Gatsby Benchmarks.

- Arranging meaningful experiences of the world of work opportunities for students that are in line with their career aspirations.
- Supporting students to have clear progression plans in place as well as accessing support via the Careers Hubs.

Personal Development and Academic Tutors are responsible for:

- Embedding planned and agreed elements of the College's careers programme within the Personal Development Programme which will assist students with their self- development, career exploration and career management.
- Supporting students and where required, signposting to further support teams, to ensure progressing students are aware of the full range of options available to them through education (Further and Higher Education), training (traineeships and apprenticeships) or employment.
- Referring students to the Careers Advice and Guidance Team as appropriate.
- Ensuring that students are aware of the full range of CEIAG events and services in the College plus externally as appropriate.
- Encouraging all students to fully participate in the College's careers programme.

Work Experience Coordinators are responsible for:

- Liaising with relevant staff and students to promote the benefits of Industry Placements and work experience in relation to students' Education Programmes for Young People and career goals through events, presentations and discussions. This relates to T-Level Programmes and wider experiences of the world of work.
- Liaising with employers to establish partnerships and relationships that benefit College students with regards to Industry placements and liaise with employers and students to prepare for Industry placements.
- Generating good quality and appropriate Industry placements which meet the needs of students in line with their Education Programmes for Young People and career goals. This relates to T-Level Programmes and wider experiences of the world of work.
- Meeting college and individual targets for Industry placements and work experience for students on Education Programmes for Young People.

Liaison with external agencies

Careers and Enterprise Company
Matrix
Bournemouth, Christchurch & Poole Local Authority
Dorset Chamber of Commerce
Dorset Careers Hub

Links to College values and other College policies

[Admissions Policy](#)
[Complaints Policy](#)
[Equality Diversity and Inclusion Policy](#)
[Privacy Notice](#)
[Safeguarding and Child Protection Policy](#)
[Student Fitness to Study Policy](#)

Who needs to understand this policy and how will they know about it?

The following training and awareness will be put in place:

Who?	How?
Students	Policy available on the College website, reference made to it in the Student Guide on Team Hub and support given where required
Parents, guardians and carers	Policy available on the College website
College Directors and Managers	Include in College wide communication, copies of the policy available on Team Hub
College Board	Through Board briefings and updates
All teaching staff	Briefing by Directors; copies of the policy available on Team Hub and circulated via team briefings
Business support staff who interact with students	Briefing by line managers; copies of the policy available on Team Hub
Employers and stakeholders	Policy available on college website

Bournemouth and Poole College
Date April 2026
Function Equal Opportunities

This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)

1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below

2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?

This policy is intended to ensure that the College provides a positive and supportive CEIAG programme for all students to enjoy and benefit from and as such, no groups of students with protected characteristics should experience a negative impact.

3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?

This policy ensures that all students have access to the full range of CEIAG opportunities appropriate to their individual need. All staff involved in the promotion and delivery of the CEIAG service, which includes the College's careers programme, will ensure that information advice and guidance will be impartial, the aspirations of all students are raised and stereotypical thinking in relation to careers is addressed and challenged.

4. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?

Evidence is gathered by the Quality Cycle of activities aimed at monitoring the impact of the service. This includes formal observations of career guidance interviews, assessed annually to maintain Matrix accreditation as well as termly engagement with the Compass Assessment to monitor progress against the Gatsby Benchmarks.

5. Title of manager responsible

Student Experience Manager and Careers Leader

Policy approved by: SLT

Date: April 2026