

## CAREERS INFORMATION AND EMPLOYABILITY POLICY 2022/23

---

### 1. CONTENT

Hull Training and Adult Education (HTAE) is fully committed to ensuring all learners acquire the skills, knowledge and attitudes to manage their learning and career progression. In order to achieve this, the service recognises the importance of implementing the Education Inspection Framework, Careers Guidance for Further Education and Sixth Form Colleges (Feb 2018), Careers Strategy: making the most of everyone's skills and talents (DFE 2017) and the Matrix Quality Standard for IAG. The Senior Management Team and the Executive Advisory Board review and monitor the quality of careers and employability services.

### 2. PURPOSE

The purpose of this policy is to specify the Service's approach in developing learners' understanding of career and employability progression routes. The Service's role in supporting learners' ability to progress effectively within learning and the labour market and therefore underpin social mobility and economic efficiency.

#### Our Mission, Our Vision

To be the training provider of choice for learners and employers in the City and surrounding area, by delivering high quality, flexible education and training relevant to local business, learners and community needs.

#### Our Vision

We contribute to the economic regeneration and social cohesion of Hull by working with employers, partners and learners providing high quality and relevant education and training which ensures the city has a well-qualified and skilled workforce and a culture of lifelong learning.

#### Our Values

Hull Training and Adult Education Service will:

- Act with honesty, openness, integrity and respect in our relationships with learners, employers, partners, staff and colleagues.
- Be learner centred, placing the interests of all learners at the centre of everything we do.
- Achieve excellence through delivering outstanding learning and training which inspires and motivates.
- Be creative, passionate, resilient and relentless to secure the outcomes we want for our learners and partners.
- Celebrate and embrace the diversity of our city.

Revised Date: September 2022

Owner: L Clubley

Location: Document Control/Policies

Review Date: September 2023

Funded by



Education & Skills  
Funding Agency



**European Union**  
European  
Social Fund

### **3. SCOPE**

The careers Information and guidance policy (CIAG) applies to all staff involved in the delivery of information, advice and guidance, careers guidance, teaching, enterprise and employability.

### **4. AIMS AND OBJECTIVES**

#### **4.1 Aim**

HTAE will ensure that by delivering high quality, professional careers education, information, advice and guidance the learners will develop personal, social and employability skills and attitudes to enhance employability and that they are supported in their career management.

#### **4.2.1 Objectives**

HTAE will ensure that all learners have:

- Access to professional and impartial one-to-one careers guidance (learners aged 16-18 will also benefit from independent advice from HTAE Careers advisor).
- Access to a Careers Education programme that makes learners better informed of progression, career and employment routes.
- Opportunity to improve employability skills and their understanding of and awareness of entrepreneurship.
- Access to information about work, employment and apprenticeship opportunities.
- Support and guidance with training, further and higher education routes

### **5. LEARNER OUTCOMES**

#### **5.1 Learners' Career Exploration**

Learners will be able to:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities.
- Access appropriate information, resources, help and guidance.
- Understand changes in education, training and employment and the impact of these on careers and working life.
- Analyse opportunities in work, training and further and higher education.
- Understand the full range of options available to them from various sources of information.

## **5.2 Learners' Self Development**

Learners will be able to:

- Understand self and key qualities and skills.
- Develop employability and enterprise skills.
- Test their effectiveness in the workplace and develop skills through experience.

## **5.3 Learners' Progression**

Learners will be able to:

- Make and implement career plans.
- Decide on next steps in their career development using action planning, reviewing and setting smart targets.
- Manage transition.
- Search for appropriate opportunities and develop networks.
- Prepare for work or for Further or Higher Education through application and interview skills' reviews.

# **6. CAREERS AND EMPLOYABILITY STAFF ROLES**

## **6.1 Curriculum/Teaching, Learning and Assessing**

Teaching staff contribute to the delivery of careers and employability through:

- The delivery of induction tutorials which include service values, Equality and Diversity, Safeguarding and Prevent.
- Supporting learners in preparing an Individual Learning Plans (ILP) and ensuring that learners are aware of their progress, monitoring, setting and reviewing their individual targets
- Conducting regular one-to-one reviews with learners
- Employability skills that are identified, embedded and demonstrated in all learners' main vocational qualifications.
- Teaching English and maths and embedding these throughout the duration of learners' vocational qualification.
- Ensuring that all learners aged 16-18 participate in experiences with employers and gain access to encounters with work.
- Employment and Placement officers within curriculum areas liaising and working with employers to provide opportunities for learners to access meaningful work experience.
- Organising industry specific talks for curriculum areas.
- Providing learners with an opportunity to take part in enterprise activities and entrepreneurship.
- Published information, both internal and external, is accurate and up to date.

## **6.2 Careers Services and Support**

Careers guidance and development advisers contribute to the delivery of careers and employability through providing:

- Accessible, professional, impartial one-to-one careers guidance interviews across the service.
- Independent external careers advice to learners aged 16-18 through Connexions.
- Support to curriculum staff by delivering careers and progression group sessions.
- Collaboration with Hull Youth Enterprise to ensure learners and staff have access to entrepreneurship and enterprise resources and support.
- Inclusive careers programme.
- Qualified staff who hold current careers qualifications
- Careers advisers who work collaboratively with curriculum staff, external agencies, employers, universities and volunteering organisations for the benefit of learners.

## **6.3 Partnership Work**

The service will continue to work with a range of partners to assist in the delivery of careers and employability services and Labour Market Information (LMI) including local and national employers, charitable organisations, apprenticeship employers and professional bodies.

## **7. QUALITY ASSURANCE**

The service will monitor the quality of careers and employment services through the Quality Group and other methods such as:

- Learner and staff feedback that demonstrates continuing improvement.
- The services self-assessments that demonstrate continuing improvement.
- Successful re-assessment against national quality standards for CEIAG e.g. Matrix Standard, Gatsby Framework and other relevant agencies i.e. Ofsted
- Destinations of all previous students are received annually and used to inform course provision and guidance to staff and students.
- Observations of practice

Hull Training and Adult Education holds the Matrix quality standard successfully re-accredited in December 2018.

Careers Advisers follow the Career Development Institute code of ethics.

Learner feedback is key to the development of the service and is obtained through evaluations after one-to-one guidance, termly surveys, learner panel, events and activities. Learner feedback forms part of our Quality Assurance Cycle and consequently influences the development of the service.

## **8. DESTINATIONS**

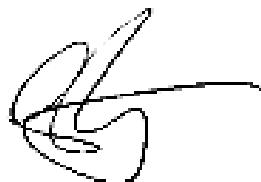
The service is responsible for learners' data capture and the destination of learners is tracked annually and reports given to the Senior Management Team and staff to analyse and incorporate into self-assessment reports.

## **9. POLICY REVIEW**

This policy will be reviewed annually.

## **10. LINKS TO OTHER HTAE POLICIES AND DOCUMENTS**

- Equality, Diversity and Inclusion Policy
- Guide to CEIAG services
- HTAE Strategy
- Visiting Speakers and Organisations Policy



28/10/2022

**Head of Service** ..... **Date**.....

**Sharon Gamble**