

DOCUMENT DETAILS

Document Name:	Nottingham College Careers Education, Information Advice and Guidance Policy			
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Document author	Head of Student Operations and Careers Leader			
Document owner	Vice Principal Marketing & Student Journey			
Applicability	Students	x	Staff	x
	Governors	x	Other	
Summary	The purpose of this document is to outline the provision of careers education, information, advice and guidance (CEIAG) given to students and prospective students at Nottingham College of any age, although predominantly 14-18.			

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
L&Q Committee	15.06.26

Approval body	Date approved
Board	01.07.26

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No
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POLICY CHANGES

Key updates	Impact	Section reference
Date changes, document links, terminology changes and links to other policies and frameworks have been updated and marked in yellow through the policy.	None	All relevant sections marked
Responsibilities updated to incorporate wider team and other colleague responsibilities across the college	None	6
Removal of operating procedures – to be shared internally	None	throughout
Removal of appendices	None	10-12
Monitoring and quality assurance – new impact and assurance measures added	None	8

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1. NOTTINGHAM COLLEGE VISION

Nottingham College's vision is to be recognised as an outstanding provider of choice for education and skills training; its mission to unlock potential through learning. The values and principles within this document demonstrate the college's commitment to providing opportunities to develop personal effectiveness skills and attributes, such as confidence and resilience, and developing career management knowledge which will support progression and decision making.

The governing body have adopted this policy to provide a clear commitment and framework for careers education, information and advice and guidance delivered at Nottingham College

2. POLICY SCOPE

This policy covers the provision of careers education, information, advice and guidance (CEIAG) given to students and prospective students at Nottingham College of any age, although predominantly 14-18.

The college works in partnership with external organisations who provide careers information, advice and guidance, alongside accredited organisations, to deliver the National Careers Service. This service supports prospective and current Nottingham College students aged 16-18 and 19+, including community-based students.

All members of staff at Nottingham College are expected to be aware of this policy and the importance of careers education, information advice and guidance in the education of students. CEIAG is not the sole responsibility of the careers leaders or careers advisers.

It is important the college prepares students to become aware of themselves as individuals, to be informed of opportunities available to them and to have the skills to make decisions about their own life and their transition to the world beyond Nottingham College. It is to these aspects of personal and social development that this policy will contribute.

3. OBJECTIVE

The objectives of this policy are as follows:

- To ensure Nottingham College delivers a high quality, personalised, professional careers education, information, advice and guidance service, which helps students, prospective students and apprentices to make informed choices about their next steps.
- To ensure that all students at Nottingham College have access to a stable and progressive careers programme which provides a variety of rich experiences including encounters with employers and employees (tailored to individuals); a curriculum which embeds careers learning in curriculum learning; experiences of workplaces; encounters with further and higher education including apprenticeships and other technical education opportunities; and, high quality personal guidance which addresses individual needs.
- This policy will provide a framework to ensure all its practices support students to be prepared for the next stage of their education, employment, self-employment or training.

4. AIMS

The Nottingham College CEIAG policy will ensure all students, potential students, parents / carers and stakeholders have access to impartial information, advice and guidance with specific reference to progression opportunities, careers, training programmes / courses and opportunities to develop a range of employability skills.

The overarching aim of the careers provision at Nottingham College is to inspire people to make well informed choices about their education, training and careers in the future economy by delivering a programme of careers inspiration which meets the needs of both the individual and the local economy.

Providing outstanding CEIAG will connect learning to an individual's future. It will motivate all students by giving them a clearer idea of the routes into careers that they will find engaging and rewarding. It will widen students' horizons, challenge stereotypes and raise aspirations, alongside supporting social mobility by improving awareness of opportunities for all, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The college careers programme will be based around the updated career development framework and will focus on development of specific career skills which individuals need to support themselves to grow throughout life, explore possibilities, manage career, create opportunities, balance life and work and see the big picture.

Each faculty will develop an appropriate and engaging careers programme which provides a range of rich opportunities for students to engage in activities relevant to the level of learning, the curriculum / employment sector and which further enhance the development of students' "Future 6" skills.

5. LEGISLATION AND WIDER STRATEGY WHICH UNDERPINS THIS POLICY

The Baker Clause, introduced as an amendment to the Technical and Further Education Act 2017, stipulates that schools must allow colleges and training providers access to all students in years 8-13 to discuss non-academic routes available to them. It is expected that, by doing so, this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy. This regulation has been enforced since 2nd January 2018.

This policy has been reviewed in line with the DfE guidance document 'Careers Guidance and Access for Education and Training Providers – Statutory Guidance For Governing Bodies, School Leaders and School Staff' (last updated 8th May 2025), updated Gatsby Benchmarks (effective Sept 2025), The Skills for Jobs, Lifelong Learning for Opportunity and Growth white paper (2021), the Nottingham College Careers (CEIAG) Strategy 2025-28, Ofsted Renewed Education Inspection Framework, and the Personal and Social Development Strategy 2022-2027.

Ofsted

Ofsted's Renewed Education Inspection Framework (September 2025) expects that leaders will ensure all 14-18 students are well prepared and supported to progress into sustained education, employment or training, including remaining in education or training until at least their 18th birthday. The college delivers a planned and coherent careers education programme that meets the Gatsby Benchmarks and provides access to independent and impartial careers information, advice and guidance from a suitably qualified careers adviser, alongside opportunities for meaningful engagement with

employers, workplace experiences, and interactions with further education, training providers, apprenticeship organisations and universities.

It expects that students are supported to understand local, regional and national labour market trends and the implications of their choices for future progression. Priority is given to ensuring that disadvantaged students, those with special educational needs and disabilities, students known to children's social care, and others facing barriers to progression, benefit fully from high-quality, targeted careers education and guidance, in line with statutory expectations and Ofsted inspection requirements

In Ofsted's independent review of careers education in 2023, it recognised that high-quality careers guidance is essential to enable all children and young people to understand the range of options available to them and realise their potential.

Nottingham College's aim is for all students to receive quality careers guidance that raises their aspirations and leads them to make choices that will help them realise their potential. It delivers this aim through the college's Careers Strategy 2024-2027.

Gatsby Benchmarks

Colleges should follow the Gatsby Benchmarks and meet them in full. The benchmarks are not a statutory framework but, by adopting them, colleges can be confident they are complying with the career guidance requirements set out in their funding agreement.

The Gatsby Benchmarks remain a national framework ,but in September 2025, were refreshed with a stronger emphasis on:

- Careers at the heart of education and leadership.
- Inclusion and impact for each and every young person.
- Meaningful and varied encounters and experiences.
- Focusing on the use of information and data.
- Engagement of parents and carers.

Funding will not be withdrawn if reasonable steps are taken by an institution to comply with the guidance.

Nottingham College will base its careers provision around the Gatsby Benchmarks.

6. RESPONSIBILITIES

- The governing body is responsible for ensuring that the college has a clear and effective CEIAG policy aligned to the Gatsby Benchmarks and statutory requirements. It will maintain strategic oversight, including appointing a link governor for careers, promoting employer engagement, and ensuring the policy is communicated and implemented effectively.
- The careers leader holds overall accountability for the strategic leadership, co-ordination, and quality of CEIAG across the college. They ensure compliance with all statutory requirements, including the Skills and Post-16 Education Act 2022 (Baker Clause), the Equality Act 2010, safeguarding, and data protection legislation. They are responsible for delivering an inclusive, impartial, and externally quality-assured service (e.g. matrix standard), embedding labour market information, and leading the development of a progressive careers programme aligned with the Gatsby

Benchmarks and CDI Career Development Framework. This includes supporting curriculum teams, overseeing staff development, leading specialist teams, and implementing robust quality assurance and continuous improvement processes.

- The senior careers and schools team leader is responsible for the operational delivery of careers services across the college, working collaboratively with curriculum areas to design and implement tailored careers programmes. They ensure consistency, quality and alignment with college frameworks and national benchmarks.
- Industry skills co-ordinators, curriculum staff and pastoral teams are responsible for integrating work-related learning into programmes of study. They support students to access meaningful, relevant work experience, provide preparation and guidance, and ensure reflection and evaluation of these experiences to support progression.
- The careers advice team delivers impartial, professional careers guidance through one-to-one support, group sessions, and digital resources. They provide tailored advice, progression planning, and targeted support at key transition points, working in partnership with internal and external stakeholders to ensure accessibility for all students, particularly those from vulnerable groups.
- The student operations team provides initial information, advice and triage for prospective and current students, including guidance on courses, progression pathways and financial support, and refers individuals to specialist careers services where appropriate.
- Schools outreach, marketing, and events teams support CEIAG through engagement activities such as school partnerships, careers events, employer engagement, and promotion of progression pathways, including apprenticeships and higher education. They also facilitate wider exposure to career opportunities through employer and alumni engagement.

7. NOTTINGHAM COLLEGE ENTITLEMENT TO CAREERS EDUCATION

- All students are entitled to a high-quality, impartial and structured careers programme that supports informed decision-making and progression into further study, apprenticeships or employment. This programme is progressive, inclusive and embedded throughout the student journey.
- Students will have access to careers education integrated within their curriculum, including opportunities to develop employability skills, understand career pathways, and relate their learning to future opportunities. They will benefit from exposure to up-to-date labour market information and a range of experiences linked to the world of work.
- All students will have opportunities to engage in meaningful encounters with employers and workplaces, including work experience, industry events, guest speakers, and enrichment activities. These experiences will be supported by preparation and reflection to maximise their impact.

- Students are entitled to access impartial and confidential careers guidance from qualified professionals, including tailored one-to-one support at key transition points. Additional targeted support will be available for those who require it, including students at risk of not progressing or those with additional needs.
- The college will ensure students can access information and support relating to all progression pathways, including higher education, apprenticeships and employment, and will provide appropriate preparation for these routes. Apprentices will also benefit from structured career development opportunities within their programmes in partnership with employers.
- All provision will be designed to be accessible, inclusive and responsive to individual needs, enabling every student to develop the knowledge, skills and confidence to manage their career and make successful transitions.

8. MONITORING AND QUALITY ASSURANCE

The college will use a variety of quality assurance mechanisms to evaluate the impact of its provision of CEIAG:

- Student feedback will be gathered through student voice boards, Students' Union, student surveys and learning walks.
- Students can provide feedback on the impact of the service and contribute to future developments, via a MS form which is sent out following 1:1 guidance appointments and after group sessions, and can be accessed on the careers area on StudentNet.
- Student satisfaction of their careers education will be surveyed via an external annual survey.
- The quality of group sessions will be monitored through questionnaires, learning walks and peer to peer observation.
- The external matrix quality assurance process will be used to measure effectiveness of the Information advice and careers guidance service provided by the whole college.
- Numbers of student interventions by faculty teams will be used to identify gaps in provision areas of risk and priority.
- Destination data will be analysed to identify areas of improvement in careers programmes.
- Various reports and data will be used to understand needs of the service and measure impact.
- Completion of careers impact assessment maturity model and peer to peer review will support the development of excellence within careers and the sharing of good practice across the FE sector.
- Compass benchmarking surveys will measure whether each campus is meeting Gatsby benchmarks

9. PUBLICATIONS WHICH ARE RECOMMENDED TO BE READ IN CONJUNCTION WITH THIS POLICY

[Careers strategy: making the most of everyone's skills and talents](#)
[Skills for Jobs: Lifelong Learning for Opportunity and Growth](#)
[1073 gatsby toolkit for colleges final.pdf](#)
<https://www.gov.uk/government/publications/further-education-and-skills-inspection-toolkit-operating-guide-and-information>
[Independent review of careers guidance in schools and further education and skills providers - GOV.UK](#)