

04/24

# CEIAG Policy

## **CEIAG (Careers Education, Information, Advice and Guidance) Policy**

Alliance Learning is committed to providing robust Careers Education, Information, Advice and Guidance (CEIAG) to all learners, customers, employers, staff and clients. CEIAG is at the heart of the service Alliance Learning provides to ensure that customers receive good quality training with outcomes to help them progress in their careers. For some people who have grown up in families and households where there is no knowledge of the education, training and employment options available, this support will be invaluable. For others, having the opportunity to talk through the different options means making the right choices is less daunting.

Effective CEIAG is essential for enabling individuals to take responsibility for their life choices and progress in learning and work. Good careers advice is critical if people are to raise their aspirations and capitalise on the opportunities available to them.

Alliance Learning assures the quality of its CEIAG provision through annual accreditation of the **matrix** Standard. The **matrix** Standard is the Department for Education's (DfE) standard for ensuring the quality of the delivery of high-quality information, advice and guidance. The DfE supports the **matrix** Standard as the quality framework for accrediting information, advice and guidance contracts including the National Careers Service, its subcontractors and other services delivered on behalf of the Education Skills Funding Agency. More information can be found here: <https://matrixstandard.com/>

Our CEIAG Mission:

- All learners, customers, employers, staff and clients will have access to good quality independent careers education, information, advice and guidance regarding future learning and labour market opportunities.
- We will support the development of employability skills and help to support the social development of learners to prepare them for life in Modern Britain.
- We will provide CEIAG as part of a service which is aimed to improve, develop and sustain economic mobility for all of our learners; providing them with the knowledge, skills and behaviors to be able to make a positive contribution to their communities and society as a whole.
- We will signpost and refer learners, where we cannot provide a customised preferred service. We will work with our network of referral agents to signpost service users to the most appropriate source based on their individual needs, ensuring our CEIAG is free from bias.
- Our staff will be suitably trained to deliver our service and support diverse needs.
- We will tailor our services to meet individual needs, fully embedding equality, diversity and inclusion considerations.
- All curriculum delivery will involve a robust initial assessment and diagnostic assessment (if applicable), together with a thorough induction.
- We will ensure all learners understand enough about the world of work to know what skills they need to succeed in getting and keeping a job.
- We will use career and local labour market information to inform our services, ensuring the intent, implementation and impact of our provision is relevant and supports individual progression.
- Our curriculum based learning will be linked to careers education, information advice and guidance, ensuring our offer meets learner needs and the demands of employers. This will occur continuously at each learner progress review with learner and employer.

- Our range of provision includes, but is not limited to:
  - Cascade software
  - CEIAG / Enrichment calendar
  - CEIAG drop in sessions
  - Careers area (Professional Development Room)
  - Industry visits / employer visits
  - Apprentice Newsletter / alerts on OneFile

Manager Responsible:	Chloe Ramsden
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Approved By:	G.Waugh
Signed:	