Camphill
Wakefield

Careers Education, Information, Advice and Guidance Policy

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Camphill Wakefield

Document Control			
Policy Owner		**Head of Performance**	
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V0.1	Helen Kain/Raph Taylor	13.12.2024	Draft Policy written.
V1	Helen Kain/Raph Taylor		**Approved by C & Q Committee – 21.01.25**
V1.1	Helen Kain		**P2 – para added to Purpose & Scope** **P5 – para added to Guidance & Follow up Support** **P6 – 7a – Communication & Stakeholder Engagement added** **P6/7 - para added on Safeguarding & Wellbeing Commitment** **P7. Student & Parent Voice in CIEAG added** **P7/8. Paras added to Policy Review section**
V2		13.01.2026	**Approved by C & Q Committee**

Camphill Wakefield

1. Purpose and Scope

Camphill Wakefield is committed to providing a safe, supportive, and comprehensive Careers Education, Information, Advice, and Guidance (CEIAG) service that supports students, families, and staff in making well-informed decisions about education, training, and future pathways. This policy is designed to ensure that our IAG services meet individual needs, comply with legislative and statutory requirements and promote inclusivity and safeguarding across all interactions.

Camphill Wakefield's approach to CEIAG follows a "Golden Thread" that connects each student's Education, Health and Care Plan (EHCP) outcomes, personalised learning targets, curriculum experiences, and transition planning through to their destination. This ensures that every aspect of a student's journey, from admission to post-college progression, is cohesive, person-centred, and outcome driven.

2. Policy Statement

Our CEIAG provision at Camphill Wakefield is guided by principles of inclusivity, impartiality, and respect for individual needs. Working within current safeguarding, health and safety, and equality frameworks, we deliver targeted support that aids educational and personal development. A combination of Careers Adviser, a designated careers office, and collaboration with C&K Careers ensures a robust, multi-faceted approach to CEIAG, empowering students to make informed life choices and thrive independently.

3. Key Aims

- To deliver tailored guidance that promotes informed, autonomous decision-making and aligns with each student's potential.
- To ensure a safe, supportive environment where the well-being of all participants is prioritised.
- To make all CEIAG services compliant with statutory guidance, relevant legislation, and best practice codes.
- To equip students and stakeholders with accessible digital resources, enhancing engagement and information sharing.

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4. Legislative and Statutory Framework

Our CEIAG services adhere to relevant legal requirements, statutory guidance, and best practice codes, including:

- **The Children and Families Act 2014**: Governing SEND provisions and ensuring support for young people with additional needs.
- **SEND Code of Practice**: Outlining our responsibilities in identifying, assessing, and supporting students with SEND.
- **The Care Act 2014**: Supporting adult students with integrated care that promotes independence.
- **The Health and Safety at Work Act 1974**: Ensuring a safe, well-maintained environment in all spaces where IAG services are provided.

- **Equality Act 2010**: Prohibiting discrimination and ensuring equal opportunities for all participants.
- **Data Protection Act 2018 and GDPR**: Ensuring personal data is handled with respect and security. Registration with the Information Commissioner's Office (ICO) confirms our compliance with data handling standards.
- **Statutory Guidance for Careers Advice and Guidance**: Providing impartial and effective career guidance aligned with educational pathways and employment opportunities.

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5. Careers Education, Information, Advice, and Guidance Process

Careers Team Guidance Process

1. **Initial Enquiry and Assessment**:
    - A designated member of the college careers team conducts an initial needs assessment, ensuring confidentiality and data protection compliance.
    - Assessment findings are documented, enabling personalised and responsive guidance.
2. **Careers Education**
    - Enterprise sessions across college focus on the links between learning activities and future destinations, with regular careers-focused activities planned for students, including business/industry visits, guest speakers and group and individual work experience placements
    - Enterprise and Digital sessions focus on matching skills, abilities and needs to preferred industry sectors and work, and gaining the skills to search for, apply, gain, and sustain paid employment.
3. **Provision of Tailored Information and Advice**:
    - Information is delivered in accessible formats (e.g. face-to-face, digital) and adapted for SEND needs as required.
    - Advice is tailored to align with student preferences, requests from Careers Advice meetings and EHCP outcomes
    - Members of the careers team present options transparently and impartially, fostering autonomy and promoting individual development.
4. **Guidance and Follow-Up Support**:
    - Careers Guidance is delivered as per the external guidance process below
    - Careers Guidance is aligned to take place prior to EHCP reviews
    - Follow-up meetings are scheduled to address further questions and evaluate guidance effectiveness.
    - Documentation and tracking are in place, ensuring each individual receives continuity of support.

External Guidance Process via C&K Careers Delivery Plan

Camphill Wakefield collaborates with **C&K Careers** to enhance career guidance services through specialised, external support.

- **10 Full Days of 1:1 Guidance Meetings**: C&K Careers provides 10 full days of one-on-one, professional career guidance for students, focusing on personalised career planning, educational paths, and preparation for employment.
- **Booking and Scheduling**: Sessions are scheduled in advance, ensuring students have time to reflect on their goals and prepare questions.
- **Guidance and Documentation**: Each session includes a detailed plan with actionable recommendations, shared with the internal careers team for continuity.
- **Feedback and Evaluation**: Stakeholders are encouraged to provide feedback to inform ongoing improvement of external IAG services.

Recognising that meeting new professionals can be challenging for some students, particularly those with communication or social interaction needs, Camphill Wakefield works with external careers providers to ensure familiarisation prior to sessions. Where possible, advisers will be introduced through short video introductions, photographs, or in-person meet-and-greet opportunities to support student confidence and engagement in the guidance process.

To measure long-term effectiveness and continuous improvement, Camphill Wakefield has introduced a longitudinal destination tracking framework. This will monitor each student's progression for up to 24 months after leaving college, capturing outcomes in employment, further education, community participation, and independent living.

Annual destination data will be collated and reviewed by the Careers Lead, shared with the Senior Leadership Team and Trustees and used to inform curriculum design, CEIAG planning, and strategic decision-making. Progress towards key performance indicators, such as 90% of students having confirmed destinations prior to leaving and 100% having an anticipated destination, will be reviewed termly.

To strengthen links between curriculum delivery and regional employability priorities, Camphill Wakefield aligns its careers education and enterprise activities with the six priority employment sectors identified by the West Yorkshire Combined Authority (WYCA). These include Health and Social Care, Green Skills, Digital and Creative, Engineering and Manufacturing, Construction and Hospitality. This alignment supports students in exploring realistic, meaningful pathways that reflect both their interests and local labour market opportunities.

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6. Designated Careers Office and Resource Allocation

The **Designated Careers Office** at Camphill Wakefield provides a dedicated space for all IAG-related activities, serving as a base for careers guidance, action plan updates and digital research.

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7. Digital Resources and Website Development

To further support information access, a new **IAG section of the Camphill Wakefield website** is under development, aiming to provide tailored information for students, families, and staff, including:

- Dedicated pages for each key stakeholder group, with resources on education, career planning, independent living skills, and community resources.
- Contact information for the Careers Adviser and external partners like C&K Careers, along with an online booking system for 1:1 sessions.
- Resources and links to relevant guidance and policies, including SEND, safeguarding, and equality guidelines.

The website will enable convenient access to IAG services, fostering engagement and self-directed exploration.

7a. Communication and Stakeholder Engagement

Camphill Wakefield recognises that effective communication underpins the success of its CEIAG strategy. The college maintains transparent and consistent communication with internal and external stakeholders, including local authorities, schools, employers, and families.

- **External Communication:** Regular updates are shared through newsletters, employer engagement events and the college website to promote the CEIAG offer, new partnerships and work experience opportunities. Local authorities and schools are invited to attend annual open events and transition forums.
- **Internal Communication:** Staff receive regular updates through team meetings and CEIAG briefings to ensure consistent messaging and shared understanding of career planning processes.
- **Visibility and Awareness:** CEIAG information is included in induction materials, student handbooks and review documentation to ensure that all stakeholders are aware of available support and pathways.

The college will continue to review its communication strategy annually to ensure that it effectively promotes its unique offer and strengthens engagement with external partners.

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8. Safeguarding and Wellbeing Commitment

Camphill Wakefield prioritises the safeguarding and well-being of all students and staff engaging with IAG services:

- **Safeguarding Protocols**: All staff undergo regular safeguarding training, ensuring safe and supportive interactions in all IAG contexts.

- **Mental Health and Wellbeing Support**: Students are provided with well-being resources, referrals to mental health support and guidance tailored to support individual resilience and independence.

Camphill Wakefield also recognises that staff wellbeing is fundamental to the effective delivery of high-quality CEIAG. Staff involved in careers education and guidance are supported through regular supervision, access to wellbeing initiatives and professional development opportunities. The college's wellbeing days and reflective practice sessions ensure that staff feel valued, supported, and confident in their roles.

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9. Roles and Responsibilities

- **Designated Careers Lead**: Leads the CEIAG provision, directs activities, implements Gatsby Benchmarks and related activities, mentors and coaches tutors and staff on the implementation of activities, monitors and reviews data, reports to CMT and SLT, oversees space utilisation, resource upgrades and ensures an optimal setting for IAG activities.
- **Internal Careers Team**: Provides ongoing support, oversees internal guidance services and coordinates referrals to C&K Careers.
- **C&K Careers Advisers**: Deliver external guidance and career planning, including career assessment, skills analysis, and pathway planning.

Student and Parent Voice in CEIAG

Camphill Wakefield is committed to embedding the views of students and parents/carers within its CEIAG provision. A formal Student and Parent Voice Strategy ensures that feedback informs quality improvement and policy development.

- **Student Voice:** The Careers Lead collaborates with the Student Council to gather feedback on careers activities, work experience, and transition planning. Surveys and focus groups are conducted termly and findings are reviewed within the Quality Improvement Plan (QIP).
- **Parent and Carer Feedback:** Parent forums, transition events and annual surveys provide opportunities to gather views on communication, support, and student progression.
- **Feedback Cycle:** All feedback is collated, analysed, and used to inform planning. Actions taken in response to feedback are communicated to students and families through newsletters and review meetings, ensuring a transparent feedback loop.

10. Confidentiality and Data Protection

- All personal data is handled in compliance with GDPR and the Data Protection Act 2018, with registration through the ICO.
- Confidentiality is maintained in all IAG activities, with data stored securely and used solely for IAG purposes.

11. Measuring Impact and Continuous Improvement

The effectiveness of Camphill Wakefield's CEIAG provision will be measured through:

- Student destination tracking at 6,12, and 24 months post-departure
- Student and parent satisfaction surveys
- Gatsby Benchmark self-assessment data
- Feedback from employers, Local Authorities, and partner organisations
- Ofsted and Matrix Continuous Improvement outcomes

Outcomes will be reported termly to the Senior Leadership Team and Trustees, forming part of the Quality Improvement Plan and informing the strategic direction of careers education and guidance.

12. Policy Review

This policy will be reviewed annually or as needed to reflect updates in legislation, stakeholder feedback, and best practice developments for approval by the Curriculum & Quality Committee.

Camphill Wakefield's CEIAG provision is accredited under the **Matrix Standard (2025–2028)**, demonstrating its commitment to delivering high-quality information, advice, and guidance services. The college engages in annual Continuous Improvement Checks (CIC) as part of this accreditation and uses the outcomes to inform strategic planning, professional development, and service enhancement.

This policy will be reviewed annually or following Matrix CIC feedback, ensuring continuous alignment with best practice standards and national guidance.

This **Information, Advice, and Guidance Policy** ensures an integrated, compliant, and supportive IAG framework at Camphill Wakefield, enhancing opportunities and empowerment for all stakeholders.