CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

VISION

In achieving Train'd Up's mission to 'provide high quality training provision for our learners today, meeting industries needs for tomorrow.' Train'd Up is committed to providing individuals with career-focused education supported by high quality information, advice and guidance (IAG) that raises aspirations, develops lifelong career management skills and enables transition successfully towards their chosen career pathway (detailed within our Careers Entitlement Statement Appendix 1). All individuals are prepared to become highly skilled employees who will contribute to the success of the workplace and contribute to the wider economy.

SCOPE

This policy applies to:

- Applicants, current learners and leavers / completers of study programmes and Apprenticeships.
- Parents, Carers and Guardians.
- Employers and other stakeholders.
- All staff involved in the delivery of careers guidance, teaching, work experience and employability in Train'd Up.

PURPOSE

This policy outlines how Train'd Up uses IAG and careers education to inspire and enable individuals to achieve their full potential.

Train'd Up CEIAG aims to:

- Provide a planned programme of careers education and guidance activities.
- Provide impartial careers advice and guidance to help individuals to identify skills, strengths, weaknesses and overcome barriers to their career development.
- Motivate and equip individuals to take responsibility for their career choices, plans and transitions.
- Raise aspirations, working in partnership with individuals to identify ways to achieve these.
- Promote equality, diversity and challenge stereotyping.
- Promote social mobility by providing information about the full range of opportunities available, supported by up-to-date high quality labour market information (LMI) through the curriculum and our staff.

POLICY STATEMENT

All prospective individuals and their parents or carers receive support to make good choices during the admissions process:

- Good quality information on our programmes and pathways is provided via our website and APTEM, our curriculum teams and our dedicated Careers and Safeguarding Adviser.
- Relevant information and advice is provided by tutors and assessors and individual recruitment staff during the initial interview and pre-screening process.
- All new learners participate in a formal induction which includes an introduction to our qualified Careers and Safeguarding Adviser.

CAREERS GUIDANCE

individuals have access to an opportunity for a careers guidance interview whilst studying with Train'd Up. Our Careers and Safeguarding Adviser and other support staff specifically target groups of individuals who may need additional career development support.

Careers guidance interviews are conducted by our qualified, knowledgeable and experienced Careers and Safeguarding Adviser and are totally impartial, client centred and free from any institutional bias. All interviews are confidential and operate in accordance with the Career Development Institute, Code

of Ethics.

Individuals receive an action plan with a summary of their interview, setting SMART targets to help them with progressing with their career decisions, aiding motivation and aiding career decision making.

Train'd Up line managers, delivery staff and support staff all refer individuals for guidance appointments via an email to our Careers and Safeguarding Adviser.

All interventions and activities are recorded centrally on APTEM regardless of mode of delivery, i.e. 1-2-1, group talk, visit or attendance at a careers fair.

CAREERS INFORMATION

All individuals have use of the designated careers area on our company website and APTEM, providing up-to-date labour market information (LMI) and access to careers resources and links to employability websites.

Our Careers and Safeguarding Adviser and the wider 'careers team' can support with general careers advice, applying for jobs, CV writing, and interview skills. This includes dedicated employability workshops.

Additional support can be made available for learners who have been part of 'Pupil Premium' and/or were entitled to free school meals whilst in full time education.

Information for contacting the careers team is advertised within the Train'd Up website for staff and individuals and available for parents and guardians on the website.

MANAGEMENT AND DELIVERY

Our Head of Quality & Compliance is responsible for managing our careers guidance service, working under the lead of our Managing Director who has strategic responsibility for careers guidance.

Curriculum delivery staff and support staff for each vocational area support communication between the Careers and Safeguarding Adviser and individual subject areas and to ensure consistency in the delivery of the careers guidance across all provision.

Train'd Up uses the Careers Development Institute (CDI) Framework to assess, develop and improve careers guidance.

RESPONSIBILITIES AND ACCOUNTABILITIES GOVERNANCE BOARD

The Governance Board will contribute to the delivery of this policy through:

- Overseeing the responsibilities of Train'd Up regarding the provision of impartial careers guidance, ensuring that information on the full range of education and training options is available to all individuals.
- A member of the Governance Board will meet regularly with the Head of Quality & Compliance, to ensure there is a coordinated and coherent approach to implementing the CDI Framework.

'STRATEGIC CAREERS LEAD' - HEAD OF QUALITY & COMPLIANCE

The Strategic Careers Lead will contribute to the delivery of this policy through:

- Line management of the Careers and Safeguarding Adviser to ensure an integrated approach to CEIAG planning and delivery across the business.
- Daily monitoring of quality of service.

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'OPERATIONAL CAREERS LEAD' - CAREERS AND SAFEGUARDING ADVISER

The Careers and Safeguarding Adviser will contribute to the delivery of this policy through:

- Supporting all staff providing career guidance, advising senior leadership on policy and strategy while ensuring compliance with requirements.
- Work with the curriculum teams to align teaching to careers and lead the development of a stable internal careers advice service.
- Ensuring that a range of cross Train'd Up activities are provided for the individuals such as Careers Fairs and UCAS information events
- Accessible, appropriate and impartial 1-2-1 careers guidance interviews generating clear and concise action plans.
- Signposting to external agencies where appropriate and where specialist further help is needed.
- Ensuring that up-to-date Labour Market Information is available for individuals in a variety of accessible formats.
- Supporting the delivery of employability workshops.
- Providing support with UCAS Applications and employability related activities such as creating a high-quality CV and developing interview skills.
- Ensuring that a range of cross Train'd Up activities are provided for individuals such as Careers Fairs, recruitment events and UCAS information events.
- Providing targeted support to individuals unsure of their next step after the completion of their current learning.
- Arranging specific support for SEND individuals and individuals.
- Ensuring data is collected in the appropriate format to allow for accurate reporting.
- Maximise bookings of career appointments through the APTEM system, ensuring weekly targets are met.
- Support the organisation of employer engagement activities and events including careers fairs and recruitment events.

LEAD CURRICULUM SPECIALISTS

Lead Curriculum Specialists will contribute to the delivery of this policy through:

- Work with the Careers and Safeguarding Adviser to link teaching to careers and contribute to the development and delivery of a stable careers programme.
- Embed careers learning in each vocational area as per the agreed timeline.
- Know where to access careers related information.
- Ensure that the school staff identify vulnerable individuals who may need additional support in relation to the planning of their career/future learning.
- Enable individuals to access appropriate work experience placements during the duration of their course which are relevant to the individual's planned career or programme of study.
- Work with the careers team to link teaching to careers and contribute to the development and delivery of a stable careers programme.
- Know where to access careers related information with the Train'd Up.
- Identify vulnerable individuals who may need additional support in relation to the planning of their career/future learning and ensure that they are given access to the careers guidance team.
- Enable individuals to access appropriate work experience placements during the duration of their course which are relevant to the individual's planned career or programme of study.

STAFF DEVELOPMENT

All staff are expected to contribute to the careers learning and development of individuals in their different roles. To meet the training needs that arise from this, a training needs analysis will be done and the Careers and Safeguarding Adviser will contribute to CPD days.

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STAKEHOLDERS AND PARTNERS

We recognise the importance of parents and carers as co-partners in the career development of their child and be supported in developing the confidence and capability to support their child's planning and decision-making. We provide:

- A designated area on our website (www.traindup.org) for careers information for parents and carers providing resources on progression options, plus useful links to specialist websites including Higher Education, Apprenticeships and employment sites.
- Assisting parents and carers in aiding their child to make informed decisions by providing access to latest labour market information to identify skill shortages and job opportunities in the local area.
- Information events on various option routes.
- Links with employers, businesses and other external agencies will develop by building a local and national network of connections.

REVIEW AND EVALUATION

The operation of the CEIAG policy will be reviewed by the Head of Quality & Compliance and the Senior Management team at the end of each academic year and a report completed and presented to the Governance Board by the Careers and Safeguarding Adviser.

Information in relation to the effectiveness of the Train'd Up's CEIAG will be collected from:

- CDI Framework
- Matrix validation
- individual feedback
- individual destinations
- Audits
- individual Focus Groups
- Quantification of interventions
- Assurance that all individuals have had CEIAG.

DIRECTOR POLICY APPROVAL

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors, Senior Management Team and Governance Board.

Signed on behalf of Company Directors:



Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

END.

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APPENDIX 1

CAREERS ENTITLEMENT STATEMENT

INFORMATION

Individuals have access to our qualified Careers and Safeguarding Adviser for job search techniques, CV writing, employment vacancies, work experience opportunities, career advancement guidance.

The latest labour market information is readily available within all curriculum areas.

CAREERS INFORMATION, ADVICE AND GUIDANCE

Train'd Up guarantees impartial and independent advice from our qualified Level 6 Careers and Safeguarding Adviser. Appointments can be made by directly contacting the Careers and Safeguarding Adviser, Parents/Carers and Guardians can attend with the consent of their Son/Daughter. We welcome prospective individuals of all age groups and also offer former individuals with appointments as part of our package of career guidance.

Careers guidance must:

- Be presented in an impartial manner using the Career Development Institutes code of ethics as a guideline.
- Feature information on the range of education or training options, including Apprenticeships and other vocational pathways.
- Promote the best interests of the individuals to whom it is given.
- Provide access for all individuals and Train'd Up staff to dedicated careers resources and appropriate sources of guidance.
- Promote the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, from choosing a University or Apprenticeship to pursuing a career
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former individuals, who are a valuable resource.
- There is a senior leader who serves as strategic careers lead with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as assessors/tutors and as subject area specialists.

There are also specific guidance appointments offered to those individuals, to discuss progression from Apprenticeships to the next level of Apprenticeship. It is also part of the tutor / assessor responsibilities to discuss 'next steps' during individual Progress Reviews and Final Gateway Reviews with their individuals to encourage independent research and career planning.

CDI FRAMEWORK

Calibrated against the CDI Framework, which integrates the Gatsby Benchmarks which are the fundamentals for what good careers education, information, advice and guidance should look like; progress is regularly reviewed against the CDI Frameworks six learning areas:

a. Growing throughout life
b. Exploring possibilities
c. Managing career
d. Creating opportunities
e. Balancing life & work
f. Seeing the big picture

PARENTS, CARERS AND GUARDIANS

We know it is important for parents, carers and guardians to be involved, so we will invite them to events and encourage you to talk to them about your decisions. Where parents, carers and guardians feel that they can share their own career related experience we welcome presentations (in person and pre-recorded).

INDIVIDUAL VIEW

We'll ask for your views about the help you've received, so we can make sure we are providing an excellent service. Often, we will request feedback in various formats and encourage involvement in career related events. Regular timetabled individual forums take place to receive individual views and feedback.

EQUALITY

Our programme of Careers Education, Information, Advice and Guidance explicitly supports inclusion, challenges stereotyping and promotes equality of opportunity. We actively pursue social justice and social mobility by providing opportunities and insight that develops cultural capital for all individuals, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

individual welfare is of paramount importance and the careers programme follows Train'd Up's Safeguarding and Prevent policies and recognises the contribution we can make to protect and support individuals throughout the learner journey.

If any individual, parent, carer or guardian or member of staff would like further clarity on any aspect of our careers service, or require a more accessible format/alternative language of this document please contact:

Abigail Carter
Careers and Safeguarding Adviser
Tel: 07436 123883
Email: abigail.carter@traindup.org

END.

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