

Catch22 College Policy

Careers & Education, Information, Advice & Guidance (CEIAG) Policy

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Catch22 Colleges
Queries to:	Ryan Weaver
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Catch22 group, entity, hub:	Catch22 Colleges
4Policies level (all staff or managers only)	All Catch22 College Staff

Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	7th May 2025	Will Duke-Oddy - Quality & Curriculum Manager - OSH	New Policy Created
2.0			

1. What is the policy about?

Catch22 Colleges are committed to providing high-quality information, advice, and guidance (IAG) regarding careers and education. Our aim is to enable learners to reach their full potential, make informed choices, and understand the range of services and support available to them. The IAG provided aims to boost learners' self-esteem, confidence, and resilience while supporting their progression.

2. Who does this policy apply to?

This policy applies to all staff involved in the delivery of information, advice, and guidance to learners, including Recruitment and Progression (R&P) Officers, teaching staff, and external partners. It is embedded across the curriculum and reflects the Gatsby Benchmarks for good career guidance.

3. Policy requirements

Aims

Catch22 Colleges aim to:

- Always be accessible and visible to learners.
- Provide impartial, professional, and friendly advice and guidance.
- Raise awareness of available services and support learners in accessing them.
- Equip learners with the information they need to make informed choices for their future.

- Ensure staff are knowledgeable and professional in meeting learner needs.
- Enhance learners' chances of progression into employment or further education by building their resilience, social responsibility, and employability skills.
- Deliver specialist sessions in partnership with external agencies.

Careers Education Information, Advice, and Guidance (CEIAG)

CEIAG is an integral part of Catch22 Colleges' curriculum and IAG. It is embedded in the curriculum and delivered by R&P Officers, teaching staff, and external partners. The CEIAG provision is designed to:

- Ensure learners receive a programme that meets their needs and provides opportunities for progression into further education or employment.
- Provide learners with information on local labour markets and high-quality advice on future study opportunities, apprenticeships, and employment pathways.
- Tailor advice and support to individual learners' needs at various stages of their programme.
- Link the curriculum to local job markets, integrating this into delivery and schemes of work.
- Offer learners opportunities to gain work experience and engage with employers.
- Make learners aware of further and higher education opportunities available to them.

Implementation

Catch22 Colleges are committed to supporting learners in planning their progression and next steps by:

- Delivering advice and guidance sessions embedded within the curriculum.
- Encouraging learners to pursue career and educational pathways aligned with their aspirations and strengths without stereotyping.
- Collaborating with referral agencies to support learners in making informed decisions about their next steps.
- Preparing learners for employability and life by fostering resilience, wellbeing, and a strong understanding of workplace responsibilities.
- Providing tutor-led support, effective pastoral sessions, and opportunities for work experience.
- Conducting individual learner review meetings to discuss opportunities, current educational performance, and goal setting.
- Holding offboarding interviews to discuss learners' next steps and prepare them for both short-term and longer-term opportunities.
- Aligning work experience opportunities with individualised discussions regarding CEIAG.

Staff Training

R&P Officers are trained to deliver CEIAG effectively. Continuous Professional Development (CPD) opportunities are provided for other staff members involved in CEIAG delivery.

Monitoring and Evaluation

The provision of IAG and CEIAG will be regularly monitored by the Senior Leadership Team (SLT) and management. Monitoring will include:

- Learning Walks.
- Learner Review Observations.
- Learner Voice feedback.
- Learner and referral agency surveys.
- Compliance checks and standardisation processes.

This helps to ensure that the CEIAG provision consistently meets the needs of learners and aligns with the College’s mission for continuous improvement.

4. Related policies

5. Appendices

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA’s, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	Careers & Education, Information, Advice & Guidance (CEIAG) Policy
EIA completed by:	Will Duke-Oddy - Quality & Curriculum Manager - OSH
Date of assessment:	07/05/2025
Assessment approved by:	<Name>, <Position> [if required]

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Careers & Education, Information, Advice & Guidance (CEIAG) Policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner