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ACADEMIC YEAR: 2022/23 ONWARDS

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**TITLE: Careers Education, Information, Advice and Guidance (CEIAG) SOP****Summary of Contents:**

This SOP outlines the College's procedures to educate, inform, guide and advise students on CEIAG and individuals who avail of the service.

**Date Created:**  
November 2016**CMT Approval Date:**  
20 November 2019**Responsible Owner:**

Head of International, Quality, Excellence and Development

REVIEW INFORMATION

First Created: November 2016

Reviewed: September 2018

September 2019

September 2020

September 2022

Next Review Due: September 2024

Requires CMT Approval (yes/no): Yes

Previous Reference (for control purposes):

*Supersedes CEIAG Policy and SOP*

Related Documents include:

Curriculum Policy

**Equality of Opportunity and Good Relations Screening Information (Section 75):**

Date Policy Screened – December 2016

## **1.0 Background**

### 1.1 Aim

Careers Education, Information, Advice and Guidance (CEIAG) within SERC is an important mechanism which aims to support individuals to choose the correct career or education pathway to help them fulfil their personal, social, education and working ambitions.

### 1.2 Background

CEIAG makes a major contribution to preparing individuals for the opportunities, responsibilities and experiences of life. An individual's career reflects the progress they make in learning and work. It is part of the vision and mission of careers at SERC that all individuals will experience a planned programme of activities, delivered by careers, curriculum and training organisation staff, to help them choose options and career pathways that are right for them.

## **2.0 Scope**

This Standard Operating Procedure applies to all staff who educate, inform, advise and guide students on CEIAG and individuals who avail of the service.

## **3.0 Procedure**

The SOP is divided into the following sections:

- 4.0 SERC's careers service
- 5.0 On course careers experience
- 6.0 Referral to the careers service within SERC

## **4.0 SERC's Careers Service**

### Objectives of the Service

The main objectives of SERC's Careers Service is to ensure that all users have access to a client centred, impartial and confidential service that helps them to:

- Develop a clear awareness of their interests and abilities and acquire a broad understanding of the range of opportunities available to them with regard to education, employment and training.
- Make informed decisions or choices in their career progression and life plans.
- Participate in career organised activities which contribute to the College Get the Edge toolkit.

The Senior Management Team, have prioritised the following objectives for the SERC Careers Service to include:

- Providing CEIAG that is accessible to all, impartial, client-focused, confidential and

collaborative and in accordance with established legislative guidelines and Code of Ethics as developed by the Careers Development Institute (CDI).

- Ensuring that SERC's careers service is continually reviewed and updated on a regular basis through internal and external quality assurance procedures, and that all careers staff have the necessary skills, knowledge and training appropriate to the role they are undertaking.
- Collaborating closely with curriculum areas within the college to ensure that the service continues to meet the diverse needs of the ever-changing student population and taking any relevant actions needed to ensure that all course and careers information relates to each curriculum area and are up-to-date and relevant; In addition, curriculum areas should keep careers staff fully informed about changes in courses, new courses and course developments.
- Contributing to the College Social Inclusion Strategy through engagement with community groups and individuals in the SERC's catchment areas to help adults return to education.
- Developing links with external agencies, Higher Education Institutions, and employers to ensure that CEIAG provision takes account of developments in the labour market.

#### 4.1 SERC Careers Service Resources

The SERC Careers Service has dedicated Careers Officers on each main campus who are available for careers needs of all potential users of the service, internal and external.

Learners can contact careers by emailing [careers@serc.ac.uk](mailto:careers@serc.ac.uk) or calling into the careers office on campus - Bangor A27b, Ards Careers Hub, Downpatrick B2-8 and Lisburn 1-B7.

#### 4.2 SERC's Careers Service Provision

**Any user of the Careers Service within SERC can expect:**

- Accessible and impartial careers guidance, which is confidential, client centred, up-to-date and consistent with relevant legislation, and that also follows the CDI Code of Ethics;
- Access to additional support services within SERC should the individual need them;
- Access to up-to-date and relevant information on careers and course progression opportunities through a variety of media sources, and in a format that meets their needs;
- Support throughout the process of applying to a Higher Education Institute, whether through UCAS or CAO;
- Access to up-to-date employment, work placement/experience and volunteering opportunities via the internal careers **MS** team site, careers bulletins and notice boards;
- Use of on-line careers resources to support individuals in making informed decisions about course and career progression routes.
- Access to individual online careers support including telephone, video call and email guidance.

- Access via MS Teams to a range of online career related events throughout the year including UCAS presentations and a virtual Higher Education Fair.

**The Careers Service offers a wide range of services to individuals and can help them to:**

- Access Information about opportunities in learning and work;
- Explore appropriate career options;
- Plan their career development;
- Complete job applications and CVs;
- Prepare for interviews for Jobs and Higher Education courses;
- Make applications for further study;
- Contact other agencies and organisations.

**The Careers Service will offer students a programme of activities which will include:**

- The opportunity for a 1-1 career guidance interview
- A careers induction talk with information on the careers service and how to contact careers staff.
- A UCAS talk for those who are completing applications for university.
- The opportunity to attend a range of careers events in the college
- Information on progression opportunities through class talks and/or 1-1 guidance.
- Support with completion of a Career plan.

#### 4.3 Core Values and Service Provision:

##### Careers Advice & Guidance

At the start of career guidance interviews (normally lasting 30 minutes) the careers officer and learner should agree what can be reasonably expected from the discussion. The careers officer's role is to help the learner reflect on their own current situation, identify and evaluate career options. At the end of the interview the careers officer will summarise and agree action points with the learner.

##### Careers Activities & Events

Learners are encouraged to develop their career management skills by getting involved in careers related activities and events. Each academic year the careers service organises a series of careers events which are advertised on the Intranet, social media, plasma screens, careers bulletins, careers notice boards and other communications methods across SERC.

##### Careers Information Online

The MS Teams site "Your Careers Service – Student" contains important information for learners, including careers resources, weblinks, videos and guides. It also has recordings of presentations by the careers team, which students can refer to.

The career libraries hold a range of books and guides about jobs, study and training. They also have a range of university prospectuses for the UK and Ireland. These are located at:

- Ards: Careers Hub and Learning Resource Centre
- Bangor: Careers office and Learning Resource Centre
- Downpatrick: Careers Hub and Learning Resource Centre
- Lisburn: Learning Resource Centre and Student Services Office

### Careers Education

The Careers Education activities at SERC enables learners to develop the necessary skills, knowledge, understanding and experience of opportunities, to help make informed career choices.

### Work-Related Learning Opportunities

The careers service will support work-related learning through the organisation of internal events, promotion of external careers events, identifying volunteering opportunities and by advertising any opportunities via college email, weekly bulletins and social media.

## **5.0 On Course Careers Experience**

In addition to the support provided by SERC's Careers Service, course teams will design the programme curriculum to ensure that students have the opportunity to experience an insight into specific careers and progression opportunities during their programme of study. This experience could include:

- Opportunities to engage in work-placement and industry led projects
- Vocational specific project-based learning activities
- Tutorials dedicated to careers and progression planning
- Competitions
- Employability skills development
- Site visits and study trips
- Guest speakers
- International cultural visits, study trips and work placements
- Entrepreneurship and enterprise
- Student companies

## **6.0 Referral to the Careers Service within SERC**

Referrals to the Careers Service can be made in various manners depending on the situation in relation to the individual.

### **6.1 Self-Referral**

Individuals can self-refer to the SERC careers service to get help for any of the above services, and an individual can contact the careers officer in their particular campus either by phone, email or by calling into the careers office.

### **6.2 Course Team Referral**

A course team may refer an individual learner or a class for careers guidance and information depending on the situation. The careers staff will be able to facilitate full class advice on course and career progression routes. An individual learner can be referred to access any of the services offered by a member of the course team, and this referral can be facilitated in their respective campus by phone, email or by calling into the careers office.

### 6.3 SERC Support Services Referral

SERC Support Services can make a referral at any time to the Careers Service. The Careers Service will help the individual to access the correct information to make the correct career choice for them.

## 7.0 Communication Plan

7.1 This Standard Operating Procedure will be communicated to staff via the SERC Learning Engine.

## 8.0 Review

8.1 This Standard Operating Procedure will be reviewed biannually or sooner to reflect changes in legislation or circumstance.