Form Title: Careers Education, Information, Advice, and Guidance (CEIAG) Policy
Form Ref: TPOL_016
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Date: June 2025
Version: 2.0

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

Version	Reviewed by	Date
Version 2.0	Shaughna Maynard	June 2025

Review date: June 2026

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1. Purpose

The purpose of this policy is to outline NIS Group's strategic commitment to delivering high-quality, accessible and effective Careers Education, Information, Advice and Guidance (CEIAG) for all learners.

This policy supports our mission to empower individuals through inclusive, employment-focused education, especially across the infrastructure, construction, and rail sectors.

2. Policy aims

- Equip learners with the knowledge, skills, and behaviours to make informed decisions about their career paths.
- Raise aspirations and increase learner awareness of career opportunities, progression routes, and labour market trends.
- Promote equity of access to career advice and guidance, with targeted support for underrepresented and disadvantaged groups.
- Align CEIAG services with the Gatsby Benchmarks, Matrix Standards, and sector-specific regulatory requirements.
- Ensure all learners have access to a structured, consistent CEIAG process throughout their learning journey.

3. Scope

This policy applies to:

- All enrolled learners across NIS programmes (including WMCA-funded and direct delivery).
- All NIS staff, including teaching, pastoral, and engagement teams.
- Partner organisations, employers, and external agencies supporting CEIAG.

4. Principles and delivery model

Learner-Centred Guidance:

CEIAG is embedded from pre-enrolment through to exit and progression.

CEIAG is personalised through Individual Learning Plans (ILPs), Initial Assessments, and 1:1 career conversation.

Inclusivity and Targeted Support:

- Special focus is placed on learners who are unemployed, economically inactive, on zero-hours contracts, from underrepresented groups.
- All CEIAG activities reflect equality, diversity, and inclusion (EDI) principles.

Staff Expertise:

- Trainers and engagement staff deliver impartial CEIAG, supported by ongoing CPD.
- Observations of CEIAG are part of the wider quality assurance framework.

5. CEIAG activities

- Pre-enrolment Career Information
- Initial Assessments and ILPs
- Ongoing CEIAG Sessions
- Progression Preparation (CVs, interviews, job search)
- Employer Engagement (visits, guest speakers)
- Careers Events (job fairs, outreach)

6. Monitoring and evaluation

- CEIAG effectiveness monitored through feedback, progression, and employment data.
- Internal audits ensure Matrix compliance and inform the Quality Improvement Plan.
- Senior Management Team regularly reviews CEIAG reports.

7. Responsibilities

Role	Responsibility
Chief Education Officer	Strategic leadership and policy oversight
Engagement Team	Day-to-day CEAIG delivery and learner mentoring
Trainers and tutors	Embed careers within the curriculum
Safeguarding lead	Ensure safe, inclusive guidance
Quality team	Monitor CEIAG impact and quality

8. Linked policies and frameworks

- Safeguarding and Prevent Policy
- Equality, Diversity, and Inclusion Policy
- Teaching, Learning and Assessment Policy

- Quality Assurance Framework (QAF)
- Ofsted EIF

9. Review

This policy is reviewed annually or upon changes to statutory guidance, funding rules, or strategic priorities.