

Careers Advice and Guidance – Apprentices Entitlement Statement

The College is committed to ensuring that high quality, timely, accurate and impartial Careers Education, Information, Advice and Guidance (CEIAG) is provided to all apprentices to help them make informed decisions about their best next steps.

Introduction

This document sets out apprentices' entitlement to services which are available to support them in with making informed decisions about their future as an apprentice at Bishop Burton and Riseholme College.

Your coach and assessor will play a significant role in supporting you whilst attending college. You can also find information on progression and careers within the [LRC Teams site](#), and [Unifrog](#) - the college's careers platform. Apprentices can also seek additional support from the college's Careers Coordinator, within the LRC.

Apprentice Entitlement

As a Bishop Burton and Riseholme apprentice your entitlement includes access to:

Impartial, highly qualified careers advisors

The opportunity for one-to-one careers guidance meetings with a Careers Adviser, that are confidential, independent and impartial. Apprentices can book an appointment themselves or coaches and assessors can do so on their behalf via a referral in ProMonitor. Appointments are available both face to face and virtually and scheduled at the apprentice's request to fit around their work-based commitments.

Our fully qualified and experienced careers guidance practitioners provide independent and impartial advice and guidance, Appointments are available throughout the year, not just term time.

Careers Programme

All apprentices can access a condensed version of the College's careers programme that gives them access to presentations, workshops and online resources. These are either delivered by assessors during their day in college, by the Careers Coordinator or set as independent learning. This includes:

- Comprehensive careers resources, presentations and websites to help apprentices explore and evaluate career-related opportunities and decisions.
- A termly Careers newsletter

Access to the college's careers pages within the [LRC Teams site](#). This includes resources on:

- Apprenticeships
- Future study options
- Labour market information
- Applications and interviews
- Employability skills

Online careers platform

[Unifrog](#), the college's careers platform. Apprentices can request an account that will provide opportunities to:

- Complete quizzes to help discover where your qualification, skills, personality and interests will take you.
- Research over 1,000 career profiles.
- Discover online resources (things to watch and read) that you are interested in.
- Explore how to successfully apply for an apprenticeship or university course.
- Explore which subjects you would be interested in studying and how these choices can lead to different career paths and further education.
- Get support in writing a CV and cover letter.
- Record key activities and achievements to use in applications.

As an apprentice you are further entitled to an independent and impartial careers education, information, advice and guidance service:

- Which is responsive to your needs and the needs of all apprentices.
- Which is personal to you.
- Which is accessible and available throughout the year.
- Where staff are well-trained, knowledgeable and suitably qualified to do their jobs.
- Which motivates and inspires you to consider all opportunities.
- Which provides the support you need to be successful.
- Which helps you access additional support you might need.
- Where you are safe and where your personal information is respected and protected.

What can you expect from us?

A free, independent and impartial CEIAG service which:

- Responds to any referral within 5 working days.
- Is friendly, courteous and respectful.
- Seeks to ensure that you are treated fairly and with respect.
- Conducts your careers guidance meeting in a private and confidential space.
- Provides CEIAG that is impartial and in your best interests.
- Provides CEIAG about all opportunities available/suitable to your individual circumstances and needs.
- Provides accurate careers information.
- Provides 1:1 careers interviews, available to all apprentices.
- Provides independent and impartial advice regarding progressions including traineeships, apprenticeships, higher education and employment.
- Provides access to a 'careers library' to support any careers related research.
- Provides access to Labour Market Information (LMI) to support any careers related research.
- Contacts you as soon as possible in the event of having to cancel your appointment and to offer you an alternative appointment.

What do we expect from you?

We expect you to:

- Arrive to appointments on time.
- Notify us as soon as possible if you are unable to make your appointment.
- Be honest.
- Be open to challenge.
- Undertake any actions as advised during your careers guidance meeting
- Treat all staff with respect.
- Complete necessary evaluation forms.
- Please let us know beforehand if you have any special requirements – we will make every effort to meet them.

The referral process

Your coach and assessor will speak to you individually about your progression and career related opportunities. If they feel you will benefit from additional support they will contact the college's Careers Service, who will in turn contact you regarding an appointment. Apprentices can also self-refer and book their own appointment using a QR code or by emailing or Teams messaging the careers Team.

Our quality commitment

The service will maintain its accreditation with the Matrix Standard in Advice and Guidance and the Quality in Careers Standard (QiCS).

Your enquiry will be dealt with in accordance with our policies on equality and diversity, disability and race equality. Any information, advice or guidance we provide will not be influenced by your background or situation.

Our careers staff are experienced, and/or hold, or are working towards, appropriate qualifications in CEIAG.

The service regularly obtains feedback and you may be asked to complete a brief evaluation survey. This information obtained from the surveys is used to help us improve the service we offer.

Confidentiality

The careers guidance meeting is yours. You are therefore able to bring anyone you see fit to support you during the careers guidance meeting. We do actively encourage the participation of parents/carers where appropriate. However, we also recognise the fact that parents/carers may want to be involved, when you may not necessarily want them to be. You will be asked at the start of the careers guidance meeting for your consent to involve any other persons present.

Your careers guidance meeting will be conducted in a private space within the LRC, however, if you feel that the space is not appropriate then you are able to request an alternative venue.

Staff will record your careers guidance meeting on Pro-Monitor and Unifrog, where brief details and significant aspects of the meeting will be detailed. You must be aware that teaching staff and PDCs will be able to access this information. If you have any concerns with this you must notify staff immediately.

Everything discussed within the careers guidance meeting, other than brief details (as identified above), will remain confidential between the staff member and yourself.

An exception is when you have given your consent for your action plan to be shared with home or another professional (especially if you are a learner with an EHCP or a looked after child). The only time detailed/specific information will be passed on is if you indicate that your safety has been compromised in any way. At which point staff will adhere to the College's Safeguarding Policy and Procedures.