



Careers Information, Advice and Guidance Strategy

Introduction:

CSEI Academy aims to provide outstanding advice and guidance to ensure all potential students, students, their parents and guardians and employers can access a wide range of current, informative and varied information to support making their individualized progression choices.

Our aim is to support students in making right career choices which will suit their interests and abilities, sustain their personal and employability development over time and maximize their opportunities for the future.

CSEI Academy aims at providing the students with the right industry partners & professional exam preparation course that would improve their overall

This document outlines CSEI Academy strategy for embedding these expectations and to raise the standard of all elements of advice and guidance.

Context:

CSEI Academy believe that all elements of advice and guidance at every stage in the student journey is essential for positive progression and individual development therefore to support the embedding of the Careers strategy and to ensure the highest possible standard of CSEI Academy we will review all aspects of advice and guidance.

The designated placement department led by the Placement officer for the students that has the Careers committee that involves the Academic coordinator & Career coach which will oversee the review, evaluation and development of all information, advice and guidance functions within the group and implement change

A number of pieces of work have already taken place to begin the evaluation process including a Careers away day to consider all elements of the strategy with all key people in the group, a development session with Heads of Learning to review curriculum links to careers and a number of other evaluation meetings. All feedback of the placements to date has been collated to be reviewed at the first meeting of the Careers Committee.

Strategic Aims:

Gatsby	Responsibility	
A Stable Careers Programme	Every institute should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.	<ul style="list-style-type: none"> • To establish a good placement records • To establish a proper decorum within the campuses the CSEI Academy teams an optimum same standards and based on the meeting or exceeding entitlement in partnership with curriculum areas. Providing students professional exam preparation course that increases their chance of employability. • To identify designated careers lead (with appropriate training) on the institute campus to oversee and deliver against the Careers strategy and entitlement.
	The careers programme should be published on the institute's website in a way that enables learners, parents, college staff and employers to access and understand it.	<ul style="list-style-type: none"> • To create task and finish group in partnership with Marketing to create content and agree presentation of information on website
	The programme should be regularly evaluated, with feedback from learners, parents, college staff and employers as part of the evaluation process.	<ul style="list-style-type: none"> • To establish a Careers steering group to oversee quality cycle activities including self-assessment, feedback from stakeholders, impact of implementation and further developments. • To implement changes as per the reviews done by the stakeholder as per the placement & Progression team
Learning from career and Labour Market information	During their study programme, all learners should access and use information about career paths and the labour market to inform their own decisions on study options.	<ul style="list-style-type: none"> • To reinvigorate progression as focus of CSEI Academy and course choice throughout the student journey (from initial enquiry to successful outcomes) • To undertake review of current software tools used to support CSEI Placement team for maximum use and impact • To work with CSEI Academy to undertake evaluation of what career paths and labour market

		information mean for our
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		students to inform future planning
	Parents should be encouraged to access and use information about labour markets and future study options to inform their support to the learners in their care.	<ul style="list-style-type: none"> • To develop a parents journey plan for the time their student is at CSEI Academy , identify key communication points and information available • To establish web-based parent's information zone to complement journey plan once in place
Addressing the needs of each student	The Institute's careers programme should actively seek to challenge stereotypical thinking and raise aspirations	<ul style="list-style-type: none"> • To work in partnership with the CSEI Academy Equality, Diversity and Inclusion policy and create an objective in this area
	The Institute should keep systematic records of the individual advice given to each learner, and subsequent agreed decisions.	<ul style="list-style-type: none"> • To extend student support & Placement system through all CSEI Institute activities
	The records of advice given should be integrated with those given at the previous stage of the learner's education (including their secondary school) where these are made available. Records should begin to be kept from the first point of contact or from the point of transition.	<ul style="list-style-type: none"> • To extend student support system and CSEI Academy placement activities
	All learners should have access to these records to support their career development. Colleges should collect and maintain accurate data for each learner on their education, training or employment destinations.	<ul style="list-style-type: none"> • Such data is being maintained as per data protection policy of CSEI Academy, Dubai
Linking curriculum learning to careers	Throughout their programme of study (and by the end of their course) every learner should have had the opportunity to experience how their subjects help people gain entry to (and be more effective workers within) a wide range of occupations.	<ul style="list-style-type: none"> • To establish a proper system of Linking the Curriculum & the Professional exam preparation program for students to get equipped professionally.

Encounters with employers and employees	Every year, alongside their study programme, learners should participate in at least two meaningful encounters* (Internships) with an employer. At least one encounter should be delivered through their curriculum area.	<ul style="list-style-type: none"> The industry Partners of CSEI Academy Supports such internships & industry exposure as per the domain of the educational background they belong from.
	The Institute keeps a track of the placement records	<ul style="list-style-type: none"> All the achievements of the students of CSEI Academy are maintained by the progression team.
Experience of workplaces	By the end of their study programme, every learner should have had at least one experience of a workplace, additional to any part-time jobs they may have.	<ul style="list-style-type: none"> To establish minimum entitlement for work tasters, work experience and industry placements across by level and type of provision
Encounters with further and higher education	By the end of their programme of study, every learner should have had a meaningful encounter*2 with a range of providers of learning and training that may form the next stage of their career. This should include, as appropriate, further education colleges, higher education and apprenticeship and training providers. This should include the opportunity to meet both staff and learners.	<ul style="list-style-type: none"> To establish minimum entitlement for CSEI Academy by level and type of provision.
Personal guidance	Every learner should have the opportunity for guidance interviews with a Careers Advisor. These should be available whenever study or career choices are being made.	<ul style="list-style-type: none"> To train and develop a number of key roles to support one to one opportunities for all learners and ensure access to career advisor as required.

Monitoring and Evaluation:

The aims of this strategy and the operational action plan to implement and embed the aims of the strategy will be monitored the Careers (Placement) team, chaired by the Chairman of the Institute.

All aspects of Careers, Advice and Guidance will have quality assurance processes embedded within them.