

# Careers Education, Information, Advice and Guidance Policy



The Institute  
of Contemporary  
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V4.0	13/08/19 ExCo	Annual review	Careers & Employability Manager	Biennially and as required
<b>Related policies</b>				
<ul style="list-style-type: none"><li>• Equality &amp; Diversity policy and procedure</li><li>• Disability policy and procedure</li><li>• Safeguarding policy and procedure</li><li>• External Speaker &amp; Events policy and procedure</li></ul>				
<b>External Reference</b>				
<p><a href="#">UK Quality Code for Higher Education</a>, specifically 'Engaging Student Achievement' and 'External Expertise'</p>				

## **1. Policy**

- 1.1. The ICMP is committed to developing, maintaining and funding a comprehensive, effective and impartial programme of Careers Education, Information, Advice and Guidance (CEIAG) which meets the individual needs of the students and alumni.
- 1.2. The ICMP is a specialist music industry training and development college; our provision of CEIAG therefore, is tailored for that purpose and delivered through The Careers & Industry Hub.
- 1.3. The primary function of CEIAG provision at the ICMP is to provide all students and alumni with the support necessary to make the transition from the classroom to their chosen profession.
- 1.4. All current full-time students will have access to CEIAG as part of embedded learning, Careers+ and ICMPLife.com, arranged activities or via drop in or appointment times.
- 1.5. All ICMP alumni are able to access CEIAG through, Careers+ and ICMPLife.com, arranged activities and via booking appointments with a member of The Careers & Industry Hub.

## **2. Purpose**

- 2.1. To specify the roles and responsibilities for the provision of CEIAG across the ICMP.
- 2.2. To meet the requirements of the QAA Code of Practice on CEIAG, which states that institutions should have a 'clear, documented and accessible policy for CEIAG'.
- 2.3. To be explicit about the nature of CEIAG support to all stakeholders across the school, including prospective and current students, staff, employers and graduates.
- 2.4. 2.4 To assist with the delivery of careers and employability related support as outlined in the UK Quality Code for Higher Education, specifically:
  - Helping to ensure equality of opportunity for all students to develop academic and professional skills
  - Working to enable students to take responsibility for their own learning and become resilient individuals, equipped for a rewarding career
  - Engaging with employers and other external stakeholders in course design, approval and review in order to ensure that their courses continue to be relevant and fit for purpose in line with employer needs
  - Promoting a wider engagement with guest speakers to support and enhance the overall student learning experience.

## **3. Objectives**

- 3.1. To make students, potential students and alumni aware of their entitlement to up-to-date impartial, client-centered, accessible CEIAG delivered by appropriately qualified, knowledgeable and experienced staff and keep accurate records of any interaction.
- 3.2. To support achievement and enable students to progress to employment, work-based learning or Further/Higher Education.

- 3.3. To contribute to student participation, achievement and progress.
- 3.4. To give students the opportunity to develop their professional skills, gain confidence and allow them to take responsibility for their own career development.
- 3.5. To facilitate and encourage widening participation of current students, prospective students and alumni in CEIAG provision.
- 3.6. To assist students in making applications for courses of further study (HE, Masters, and professional development qualifications, etc.).
- 3.7. To develop partnerships with Music Industry representatives, local employers and business groups.
- 3.8. To ensure students have access to one-to-one support/guidance with an appropriate member of CEIAG staff (**Industry Liaison Manager**, Careers & Employability Manager **and Industry Coaches**).
- 3.9. To develop working partnerships with external providers and potential employers

#### **4. Responsibility for CEIAG**

##### 4.1. Management

The Careers & Employability Manager and is responsible for CEIAG provision. The Careers & Employability Manager is a member of Learning, Teaching & Assessment Board and Health, Safety & Security Committee and the Access and Participation Committee.

##### 4.2. Content Design, Development and Delivery

Careers & Employability Manager  
Industry Liaison Manager

##### 4.3. Provision of Support.

The Careers & Employability Manager and Industry Liaison Manager responsible for ensuring that students and alumni are only referred to CEIAG advisors who have the appropriate skills and/or have received appropriate training and development.

#### **5. Specialist CEIAG Provision**

- 5.1. The Careers & Industry Hub recognise that they do not have the knowledge and experience to give specialist advice to disabled students including those with mental health difficulties, therefore, they work closely with the Disability & Wellbeing Team, and specialist external partners to ensure that these students receive accurate, relevant and up-to-date information.

#### **6. Quality Assurance, monitoring and evaluation**

- 6.1. The CEIAG policy has been written in conjunction with the ICMP Strategic Plan and The UK Quality Code for Higher Education.
- 6.2. A quarterly review of all CEIAG provision is presented to ExCo at the Quarterly Business Reviews.

6.3. Informal and formal student feedback in the form of 1:1 feedback, emails, & student satisfaction questionnaires.