

Careers Information, Advice and Guidance Policy

1.0 Purpose

Nisai is committed to ensuring that every student receives high-quality Careers Information, Advice and Guidance (CIAG) to help them make informed decisions about their future education, training, and employment pathways.

Our careers programme aims to raise aspirations, increase confidence and develop the knowledge, skills and understanding students need to progress successfully into further education, higher education, apprenticeships, supported internships, training, or employment.

We recognise that students have different strengths, interests, and ambitions. Our careers provision is personalised, inclusive and responsive to individual needs.

2.0 Our Commitment

Careers Information, Advice and Guidance is delivered through a combination of online learning, one-to-one guidance discussions, progression support, careers resources and the Unifrog platform.

Careers guidance and progression support will be adapted to meet the individual needs of students, including those with SEND, medical conditions, anxiety-based school avoidance, and other barriers to participation. Support will be both aspirational and realistic, helping students to identify suitable next steps.

Nisai is committed to providing careers guidance that is:

- Student-centred and tailored to individual needs.
- Inclusive and accessible for all learners.
- Impartial and evidence based.
- Supportive of equality, diversity, and inclusion.
- Focused on raising aspirations and broadening opportunities.
- Designed to help students develop career management and employability skills.

We support students to understand:

- Their strengths, interests, and future goals.
- The full range of education, training, and employment opportunities available.
- The skills and qualifications needed for different career pathways.
- Labour market information and future employment opportunities.
- How to make successful transitions into their next destination.

3.0 Use of Unifrog

Nisai uses Unifrog as its primary online careers platform.

Unifrog enables students to:

- Explore careers linked to their interests and skills.
- Research college, university, apprenticeship, and employment opportunities.
- Access current labour market information.
- Compare different progression routes.
- Record achievements, experiences, and aspirations.
- Create action plans for future progression.
- Access guidance and resources that support career decision-making.

Staff use Unifrog to:

- Support careers education activities.
- Monitor student engagement with career planning.
- Record and track careers-related activities.
- Support progression discussions and goal setting.
- Assist with destination planning and tracking.

Parents and carers may also be encouraged to engage with information available through Unifrog to support their child's career planning and progression decisions.

4.0 What students can expect

All Nisai students are entitled to:

- Access impartial careers information, advice, and guidance.
- Receive support to explore future education, training, and employment opportunities.
- Use Unifrog throughout their learning journey.
- Access information about further education, higher education, apprenticeships, and employment pathways.
- Receive support with progression planning.
- Receive guidance at key transition points.
- Access additional support where personal circumstances may impact progression.
- Access to personalised careers and progression discussions.
- Support with applications, CVs, interviews, and transition planning where appropriate.

Students will be encouraged to explore opportunities, set goals, and actively participate in planning their future pathways.

5.0 Supporting Students' Futures

Through careers education and guidance, Nisai helps students to:

- Understand the opportunities available after their current programme of study.
- Build confidence and independence.
- Identify realistic and ambitious progression goals.
- Prepare for applications, interviews, and transitions.
- Develop skills valued by employers and education providers.
- Understand the relevance of learning to future careers.

6.0 Roles and Responsibilities

Customer & Student Support Team Manager

The Customer and Student Support Manager is responsible for overseeing careers education and guidance provision and will:

- Ensure this policy is implemented effectively.
- Ensure staff have appropriate training and resources.
- Oversee the use of Unifrog across the organisation.
- Monitor careers provision, progression support, and destination outcomes.
- Review careers resources and information to ensure they remain current and relevant.

Nisai Staff and Teachers

Staff will:

- Promote awareness of careers and progression opportunities.
- Support students in using Unifrog effectively.
- Integrate career learning into teaching and support activities where appropriate.
- Encourage students to identify and work towards future goals.
- Record and monitor careers-related activity as required.

Students

Students are expected to:

- Engage with careers education activities.
- Use Unifrog to support progression planning.
- Take ownership of their future goals and aspirations.
- Participate in guidance and support activities.
- Share destination information where requested following completion of their programme.

7.0 Monitoring and Evaluation

Nisai is committed to continuous improvement of its careers provision.

The effectiveness of Careers Information, Advice and Guidance will be monitored through:

- Student feedback.
- Parent and commissioner feedback.
- Student engagement with Unifrog.
- Progression and destination data.
- Quality assurance and review processes.
- Feedback from education providers, employers, and partner organisations.

This information is used to evaluate impact, identify areas for development and ensure students continue to receive high-quality careers support.

8.0 Policy Review

This policy will be reviewed annually to ensure it remains effective, relevant, and aligned with current statutory guidance, careers education best practice and the needs of Nisai students.

To be reviewed: September 2027