

Careers Information, Advice and Guidance Policy

1.0 Principles

The Nisai Group is committed to providing high quality careers information, advice and guidance, which helps students plan and manage their progression through learning and work.

This policy responds to Nisai's legal duties, national Information, Advice and Guidance (IAG) quality standards, the Common Inspection Framework (Ofsted) and the Academic Review Process (QAA).

Nisai is committed to delivering Careers Information, Advice and Guidance that:

- is personalised, provides opportunities to identify and respond to the needs of the individual, builds on previous learning and experience
- is inclusive, recognises and promotes Equality and Diversity, challenges stereotypes and is sensitive to faith, culture and family background
- is transparent, impartial and provides opportunities for confidentiality
- contributes to increasing participation, retention and achievement by raising aspirations, helping students to make informed choices and to develop career management skills

2.0 Aims of the policy

The overall aim of this policy is to ensure that all students have access to impartial careers information, advice and guidance at key stages in their learning journey and that there are appropriate opportunities for students to develop the knowledge and skills needed to make successful choices and manage their transitions to learning and work, both in modern Britain and as a global citizen.

3.0 Roles and Responsibilities

The Customer and Student Support Manager is responsible for the management of the careers information, advice and guidance process.

The Customer and Student Support Manager will ensure that:

- relevant staff are aware of this policy
- there are sufficient qualified, experienced staff and up-to-date resources
- all staff have access to training, support and resources which are appropriate to their role
- there are both national signposting resources, and locality-based resources available to students
- Nisai Teachers are responsible for ensuring that they collaboratively address the requirements of this policy

4.0 The Careers Advice, Information and Guidance Process

Students' entitlements:

- All students are entitled to accurate course information and advice on progression routes. Nisai provides impartial guidance to assist with course choice, career planning and transition into the Nisai approach to learning
- All students are entitled to receive information about Nisai services and course-based support at induction
- All students can access impartial, up-to-date information on courses, careers, funding and personal issues through the NVA
- All students are entitled to use the full range of NVA services: careers guidance; funding advice; personal counselling; and support
- All students are entitled to progression information and assistance with progression choices

- All students are provided with access to Unifrog – a comprehensive careers platform which includes information on apprenticeships, universities, the labour market, career pathways and UCAS applications – which can be used both independently and as part of scheduled careers sessions

Students' responsibilities:

- To be actively involved in and take ownership for their progression planning and career development
- To attend punctually all planned tutorial, careers education and guidance activities
- To work cooperatively with staff and fellow students, respecting the views of others and the principles of Equality and Diversity
- To ensure they provide destination data to Nisai on finishing their course, and to respond to follow-up requests for information

Staff responsibilities:

- Staff involved in pre-entry and induction activities provide sufficient course information and advice to enable students to make suitable choices
- Nisai teachers ensure students are aware of NVA services, tutorial, and course-based support
- Nisai teachers ensure that there is an appropriate combination of careers education, information, advice and guidance activities which are appropriate to their students' needs
- All staff providing careers education, information, advice and guidance have a responsibility to promote equality of opportunity, to be aware of confidentiality issues and deal sensitively with information disclosed by students
- All staff to be aware of any data collection requirements relating to CIAG and to ensure that all student feedback is collated and reviewed
- Collaborative working with other organisations may be needed; this should be on agreed basis with line managers

To be reviewed: September 2026